

Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating the Special Assistance Provision 3

Professional Standards Learning Code 3310
Length: 45 minutes



Revised February 2019

"Step by Step Instruction: How to Submit a Claim using CNPWeb for Sites Operating the Special Assistance Provision 3" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating the Special Assistance Provision 3

Intended Audience and Content

- This *How-To-Guide* is intended for Local Educational Agencies (LEAs) operating the Special Assistance Provision 3 under the National School Lunch Program (NSLP) who submit claims in CNPWeb for reimbursement.
- The following slides provide guidance on how to submit a claim in CNPWeb for sites operating Provision 3.
- Attendees are expected to have already submitted Site and Sponsor applications for the program year.
- If you have not submitted your Site and Sponsor applications, **please refer to the [ADE Online Training Library](#) and review the *How-To-Guide below before continuing:***
 - How to Submit Site and Sponsor Applications in CNPWeb

Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating the Special Assistance Provision 3

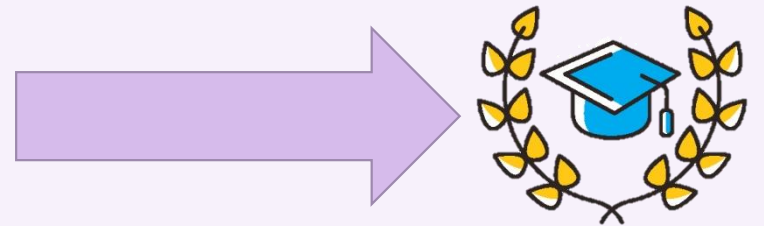
Objectives

At the end of this training, attendees should be able to:

- understand the reimbursement process set forth in Arizona;
- use CNPWeb to submit claims for reimbursement;
- implement a system of checks and balances to ensure accurate claiming procedures; and
- implement practices to ensure monthly claims are submitted on time.

Comprehension Check

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and the answers, available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be a light purple like you see on this slide.



Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating the Special Assistance Provision 3

Definitions

- **Attendance Factor:** A percentage developed each program year by ADE School Finance. This percentage accounts for the difference between enrollment and attendance. This information is used as a basic edit check for claims.
- **ADEConnect:** An online portal that houses web access to different reports and program applications for multiple program areas within ADE. Throughout the program year, ADE will require LEAs to submit reports using this online portal.
- **Simplified Daily Edit Check Worksheet:** A worksheet that is required to be completed on a daily basis to ensure the number of children currently eligible for meals, multiplied by the LEA's attendance factor, do not exceed the meals served for the day.
- **Provision 3:** A five year cycle that can provide free meals to all students regardless of household income while reducing administrative duties and cost to participating LEAs.
- **Meal Claiming:** Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals actually served to students.
- **Program Year:** The operating period for Child Nutrition Programs, which is July 1-June 30.

*Step by Step
Instruction:
How to Submit
a Claim in
CNPWeb for
Sites Operating
the Special
Assistance
Provision 3*

The Step by Step Instruction will review:

Introduction to Claiming for Reimbursement for Sites Operating the Special Assistance Provision 3	Slides 7-18
Log into CNPWeb	Slides 19-29
Submitting a Claim	Slides 30-58
Revising a Claim	Slides 59-68
Questions and Answers	Slides 69-77

*The following slides will only cover how-to instructions for submitting a claim using CNPWeb. **Please refer back to the [ADE Online Training Library](#) for other How-To-Guides regarding operation of the program.***

Introduction to Claiming for Reimbursement for Sites Operating the Special Assistance Provision 3

Introduction

Overview

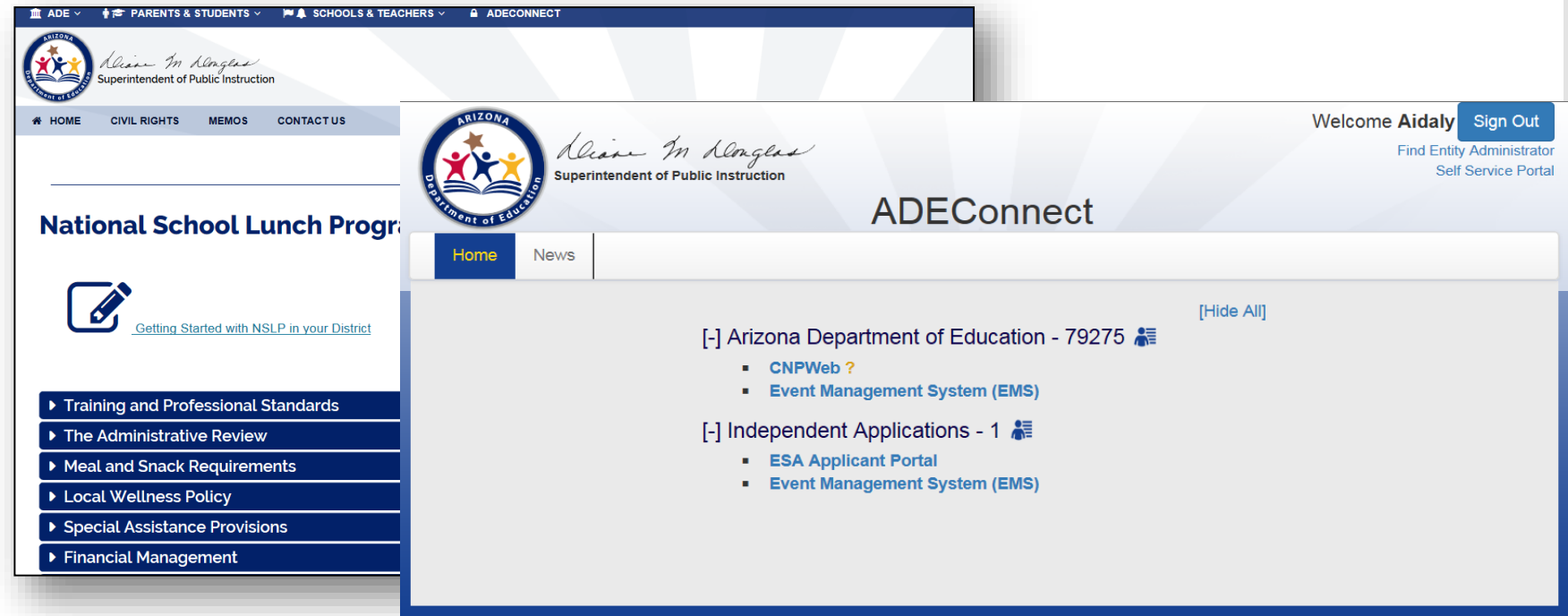
- Federal reimbursement is provided for each meal/snack that meets program requirements and is served to an eligible student.
- To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals actually served to students.
- For sites operating Provision 3, students all receive breakfast and/or lunch at no charge and only total meals served need to be counted and recorded.
- The number of meals/snacks claimed for reimbursement must have adequate documentation on file to support the claim.
- In Arizona, LEAs must submit reimbursement claims online by logging into ADEConnect.

Introduction

What is ADEConnect?

ADECONNECT

- ADEConnect is an online application that houses web access to different program applications for multiple program areas within ADE. Throughout the program year, School Nutrition Programs will require LEAs to submit reports using this online portal.

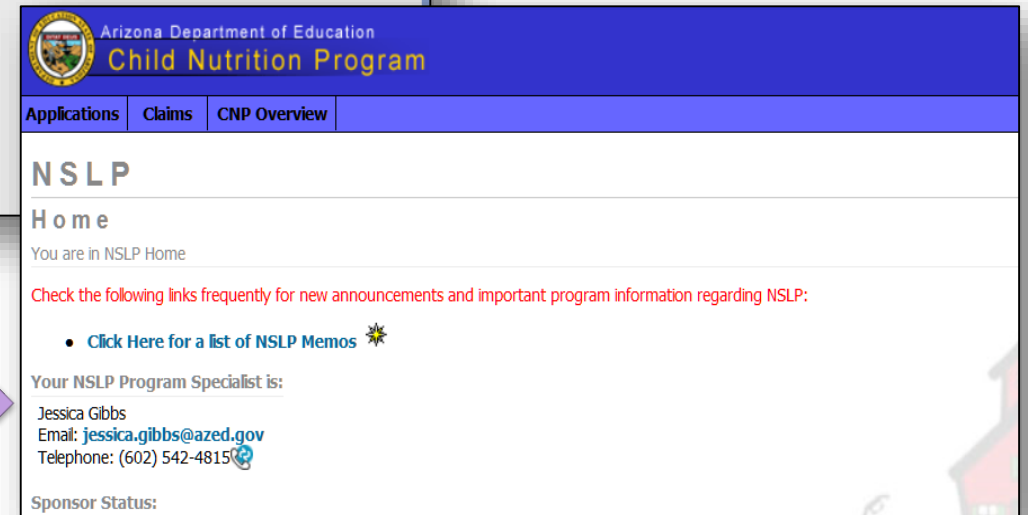
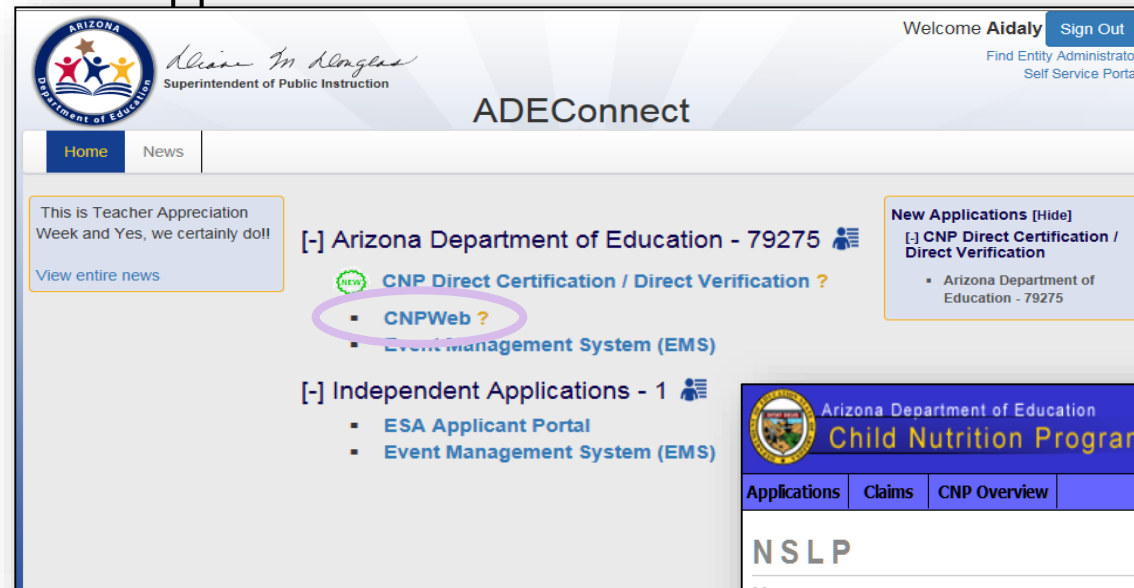


ADEConnect Application Menu: List of all ADE web applications. Each web application holds permissions to a different report and/or database. Please note, application menus may be different for all users.

Introduction

What is CNPWeb?

- CNPWeb is the web application where LEAs operating Child Nutrition Programs submit their annual Site and Sponsor applications and submit claims for reimbursement.



Introduction

How do I obtain access to CNPWeb?

- Only those users who have been designated *Entity Administrators* can grant permissions to applications within ADEConnect.
- Users must contact their LEA's Entity Administrator in order to receive access to CNPWeb.
- To find your LEA's Entity Administrator, users can log into ADEConnect from the sign in screen or through their Student Information System (SIS) and click *Find Entity Administrator*.

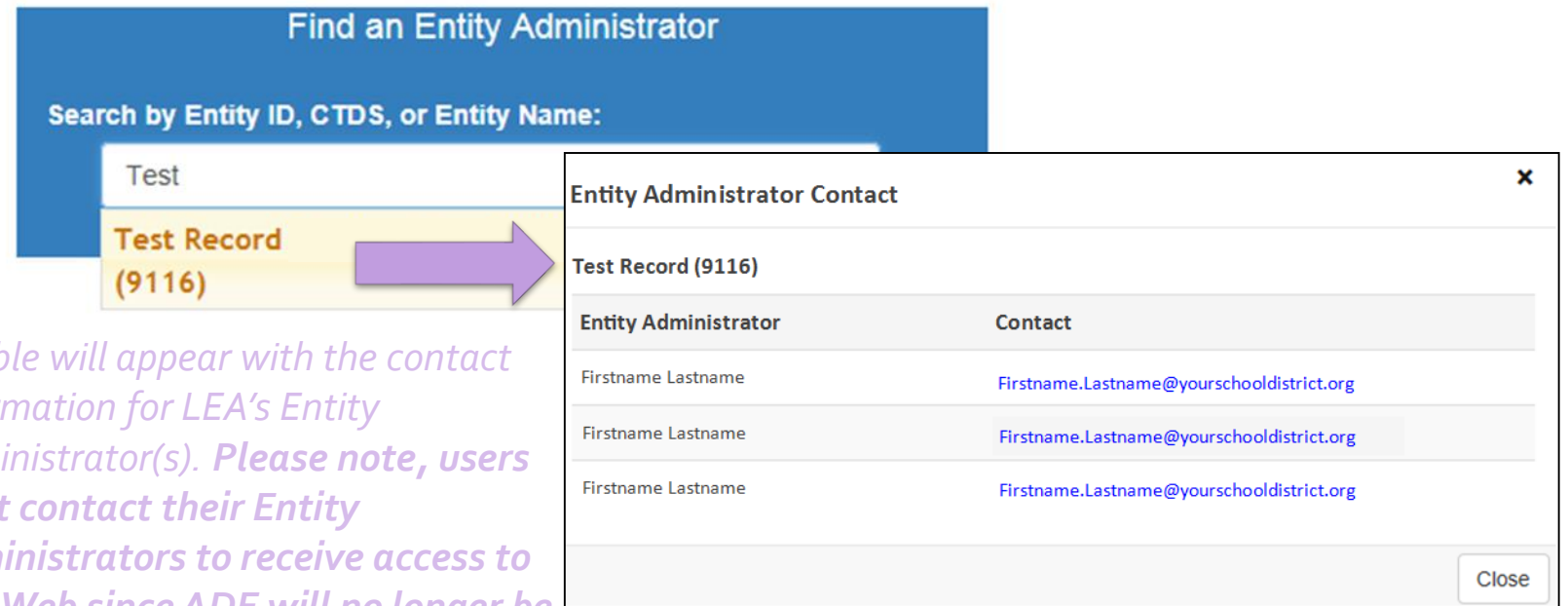


Continue

Introduction

How do I obtain access to CNPWeb?

- Users are able to search for their Entity Administrator(s) by searching Entity ID, CTDS, or Entity name.



Find an Entity Administrator

Search by Entity ID, CTDS, or Entity Name:

Test

Test Record (9116)

Entity Administrator Contact

Test Record (9116)

Entity Administrator	Contact
Firstname Lastname	Firstname.Lastname@yourschooldistrict.org
Firstname Lastname	Firstname.Lastname@yourschooldistrict.org
Firstname Lastname	Firstname.Lastname@yourschooldistrict.org

Close

A table will appear with the contact information for LEA's Entity Administrator(s). Please note, users must contact their Entity Administrators to receive access to CNPWeb since ADE will no longer be granting access.

*If you do not have an Entity Administrator, or if you have any other questions about ADEConnect, please contact the Arizona Department of Education Support Center at 602-542-7378 or adesupport@azed.gov

Continue

Introduction

How do I know if I have been granted access?

- Once the Entity Administrator has granted the user access to an application, the user will receive a system email letting them know of their new permissions.

Congratulations! You have been provided access to the following in ADEConnect:

- **Addition of Application Role(s):** CNP Direct Certification/Verification HNS Staff
- **Addition of Application(s):** CNP Direct Certification / Direct Verification
- **Entity-ID(s):** Arizona Department of Education (79275)
- **Requested by:** Firstname Lastname, Firstname.Lastname@yourdistrict.gov

Thank you,

ADE Solutions Support Team
Email: adesupport@azed.gov
Phone: (602) 542-2222
Toll free: 1(866) 577-9636
Fax: (602) 542-2560
Monday - Friday, 7:00 AM - 5:00 PM

Congratulations! You have been provided access to the following in ADEConnect:

- **Addition of Application Role(s):** CNPWeb ADE User - HNS Program Staff
- **Addition of Application(s):** CNPWeb
- **Entity-ID(s):** Arizona Department of Education (79275)
- **Requested by:** Firstname Lastname, Firstname.Lastname@yourdistrict.gov

Thank you,

ADE Solutions Support Team
Email: adesupport@azed.gov
Phone: (602) 542-2222
Toll free: 1(866) 577-9636
Fax: (602) 542-2560
Monday - Friday, 7:00 AM - 5:00 PM

Introduction

Who should submit the claims?

- Claims should be submitted by a trained staff member who is familiar with the counting and claiming process.
- It is recommended that more than one representative have access to CNPWeb for claim submissions.
- When a staff member leaves the Local Educational Agency (LEA), their login access must be deleted and cannot be shared among other staff (ideally the LEA will already have another individual with established CNPWeb access to submit the claim).
- CNPWeb will provide an electronic date stamp containing the username, date and time the action occurred (i.e. submitted claim).

Comprehension Check

How many people does ADE recommend have access to CNPWeb in ADEConnect?

- A. Just one. The information submitted is confidential and the fewer people who have access, the better.
- B. At least two. This helps ensure there will be someone at the LEA who can submit the claim in the event one person is unavailable.
- C. Everyone involved in the food service operation should have access to CNPWeb in ADEConnect.



Comprehension Check

How many people does ADE recommend have access to CNPWeb in ADEConnect?

- A. Just one. The information submitted is confidential and the fewer people who have access, the better.
- B. At least two. This helps ensure there will be someone at the LEA who can submit the claim in the event one person is unavailable.**
- C. Everyone involved in the food service operation should have access to CNPWeb in ADEConnect.

If only one person has access to CNP Web in ADEConnect and he/she is out of the office unexpectedly, or leaves their position, the LEA will not be able to submit a claim until someone else receives CNP Web access in ADEConnect. Having at least two people with CNP Web access will ensure there's a backup plan in the event one person is unable to submit the claim.



Introduction

When can I submit my claim?

- A monthly claim is generated for each approved site in CNPWeb after the month of operation is complete.

For example: On September 1, CNPWeb created a claim that the LEA can open to enter in the number of meals served for the month of August.

- Claims can be submitted starting the 1st day of the month and up to 60 days after the last claiming day of the month.
- It is a best practice to have all claims submitted on the 1st through the 10th of each month.

When can I expect to be reimbursed?

- All claims in a submitted status will be paid within 14 business days.

For example:

Submitted: November 1, 2019

*Received payment by November
21st, 2019.*

Log into CNPWeb


*Log into
CNPWeb*

1. Go to the ADE Health and Nutrition Webpage:
<http://www.azed.gov/hns/>.



Log into
CNPWeb

2. Click on **ADECONNECT** found on the top blue bar of the webpage.



The screenshot shows the top navigation bar of the Arizona Department of Education website. The bar is dark blue with white text. The links are: ADE, PARENTS & STUDENTS, SCHOOLS & TEACHERS, and ADECONNECT. A large purple arrow points to the ADECONNECT link. Below the navigation bar is a banner featuring the Arizona Department of Education logo and the signature of the Superintendent of Public Instruction. Below the banner is a row of links: HOME, CIVIL RIGHTS, MEMOS, and CONTACT US.


Health and Nutrition Services

Welcome!

[Tweet](#) [Share](#)

The Health and Nutrition Services Division is committed to enhancing the health and wellbeing of Arizona's children and adults by providing access to a variety of federally funded programs.

- ▶ School Nutrition Programs
- ▶ School Food Programs
- ▶ Community Nutrition Programs
- ▶ School Health & Safety
- ▶ Physical Education & Health Education

 [Privacy Policy](#) | [Web Accessibility](#) | [Site Map](#)
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*Log into
CNPWeb*

A new webpage will load. It should look like this screen:



Sign in with your organizational account

Sign in

[Forgot Password?](#)

Your organizational account used for sign in is your email address.

If you have forgotten your ADEConnect password, you can reset it using the [Forgot Password?](#) link.

If you are a Student Information System (SIS) user, please use that system for access to all of your ADE applications! SIS users should only maintain their password in the SIS.

Reset of ADEConnect password does not update your SIS or Common Logon passwords.

For questions regarding your entity and application access via ADEConnect, contact the Entity Administrator [Find an Entity Administrator](#).

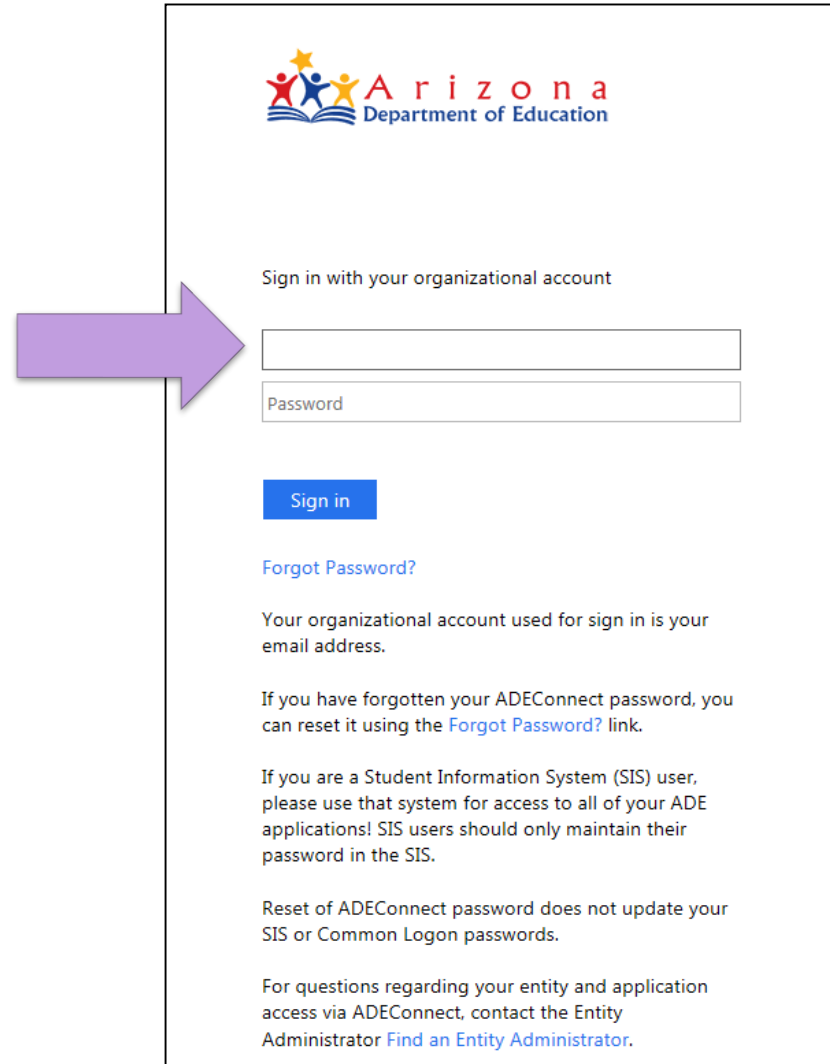


You must have a username and password in order to access ADEConnect*

**Please note, some users are able to access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.*

Log into CNPWeb

3. Enter your username and password.



The screenshot shows the login interface for the Arizona Department of Education. At the top is the logo with the text "Arizona Department of Education". Below it is the instruction "Sign in with your organizational account". A large purple arrow points to the first input field, which is for the username. Below this is a second input field labeled "Password". A blue "Sign in" button is positioned below the password field. Further down, there is a blue link for "Forgot Password?". Below that, a paragraph states: "Your organizational account used for sign in is your email address." Another paragraph follows: "If you have forgotten your ADEConnect password, you can reset it using the [Forgot Password?](#) link." The next paragraph reads: "If you are a Student Information System (SIS) user, please use that system for access to all of your ADE applications! SIS users should only maintain their password in the SIS." Below this is a paragraph: "Reset of ADEConnect password does not update your SIS or Common Logon passwords." The final paragraph says: "For questions regarding your entity and application access via ADEConnect, contact the Entity Administrator [Find an Entity Administrator](#)."

**Please note, some users are able to access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.*

Log into
CNPWeb

You have successfully logged into ADEConnect.

After logging in, your webpage will show all ADEConnect applications you have access to.

The screenshot shows the ADEConnect web portal. At the top left is the Arizona Department of Education logo and the signature of the Superintendent of Public Instruction. At the top right, it says "Welcome Aidaly" with a "Sign Out" button and links for "Find Entity Administrator" and "Self Service Portal". Below the header is a navigation bar with "Home" and "News" tabs. The main content area is divided into three sections. On the left, a "News" section titled "This is Teacher Appreciation Week and Yes, we certainly do!!" with a "View entire news" link. In the center, a list of applications under the heading "[-] Arizona Department of Education - 79275". This list includes "CNP Direct Certification / Direct Verification" (marked with a green "NEW" icon) and "Independent Applications - 1". Under "CNP Direct Certification / Direct Verification", there are links for "CNPWeb ?" and "Event Management System (EMS)". Under "Independent Applications - 1", there are links for "ESA Applicant Portal" and "Event Management System (EMS)". On the right, a "New Applications [Hide]" section contains a link for "[-] CNP Direct Certification / Direct Verification" which leads to "Arizona Department of Education - 79275".

Log into
CNPWeb

4. Click on **CNPWeb ?**.

ARIZONA
Department of Education

Alison M. Douglas
Superintendent of Public Instruction

Welcome **Aidaly** [Sign Out](#)
[Find Entity Administrator](#)
[Self Service Portal](#)

ADEConnect

[Home](#) [News](#)

This is Teacher Appreciation Week and Yes, we certainly do!!
[View entire news](#)

Cautionary Notice for Charter Estimated Count: Due to access issues Charter Estimated Counts has been removed from ADEConnect. Please log into Common Logon to access the application.
Contact School Finance with any questions: Email SFAAnalystTeam@azed.gov. Phone (602) 542-5695 (Monday - Friday 7:00 AM - 5:00PM).

New Applications [Hide]
[-] **CNP Direct Certification / Direct Verification**
▪ Arizona Department of Education - 79275

[Hide All]

[-] **Arizona Department of Education - 79275**

CNP Direct Certification / Direct Verification ?

- **CNPWeb ?**
- **Event Management System (EMS)**

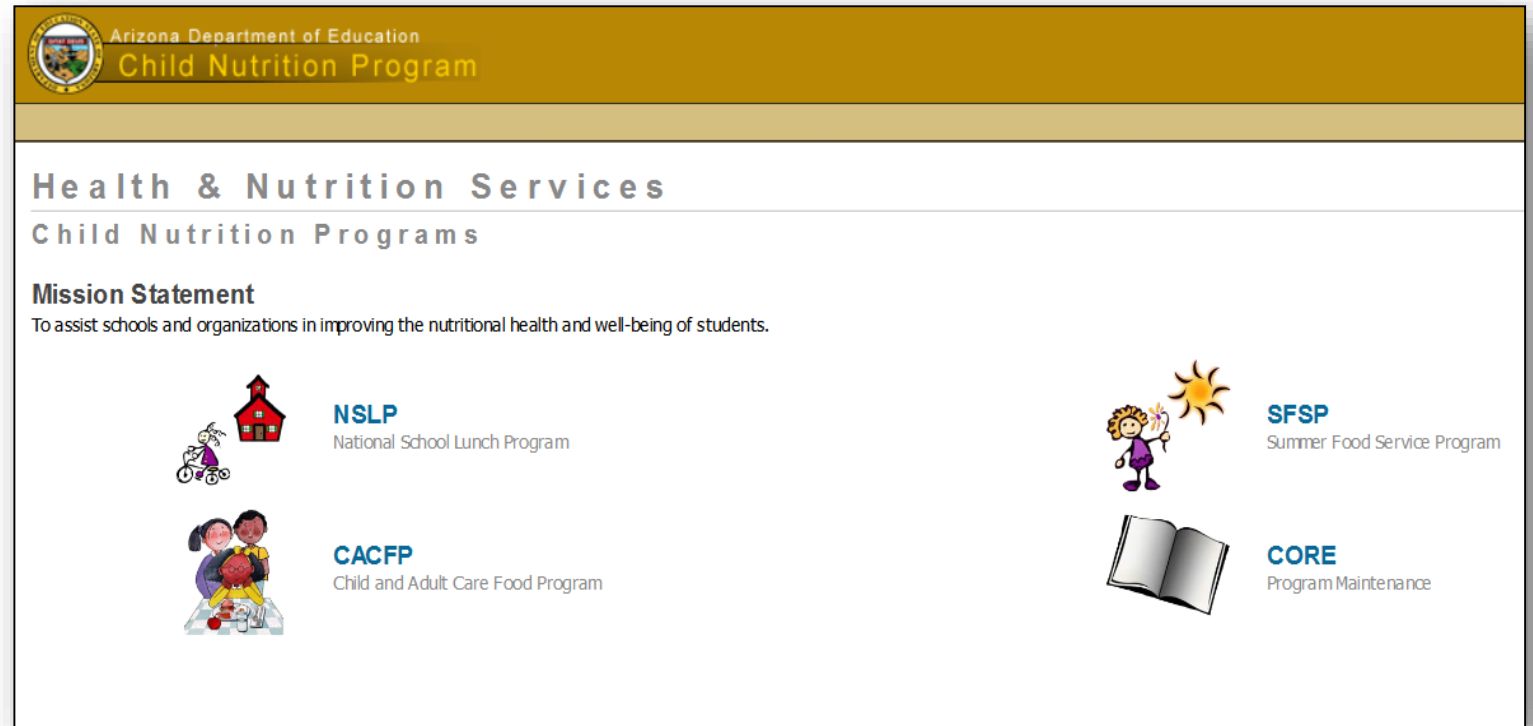
[-] **Independent Applications - 1**

- **ESA Applicant Portal**
- **Event Management System (EMS)**

Log into
CNPWeb

You have successfully logged into CNPWeb.

After logging in, your webpage will show all Child Nutrition Programs you are participating in.




The screenshot shows the Arizona Department of Education Child Nutrition Program webpage. The header is orange with the state seal and the text "Arizona Department of Education" and "Child Nutrition Program". Below the header is a white section titled "Health & Nutrition Services" and "Child Nutrition Programs". Under this is a "Mission Statement" section with the text "To assist schools and organizations in improving the nutritional health and well-being of students." Below the mission statement are four program icons and their names: NSLP (National School Lunch Program) with a schoolhouse icon, CACFP (Child and Adult Care Food Program) with a group of children icon, SFSP (Summer Food Service Program) with a sun and child icon, and CORE (Program Maintenance) with an open book icon.

Arizona Department of Education
Child Nutrition Program


Health & Nutrition Services

Child Nutrition Programs


Mission Statement
To assist schools and organizations in improving the nutritional health and well-being of students.




NSLP
National School Lunch Program



CACFP
Child and Adult Care Food Program



SFSP
Summer Food Service Program



CORE
Program Maintenance

*Log into
CNPWeb*


5. Click on




Arizona Department of Education
Child Nutrition Program

Health & Nutrition Services
Child Nutrition Programs


Mission Statement
To assist schools and organizations in improving the nutritional health and well-being of students.




NSLP
National School Lunch Program



CACFP
Child and Adult Care Food Program



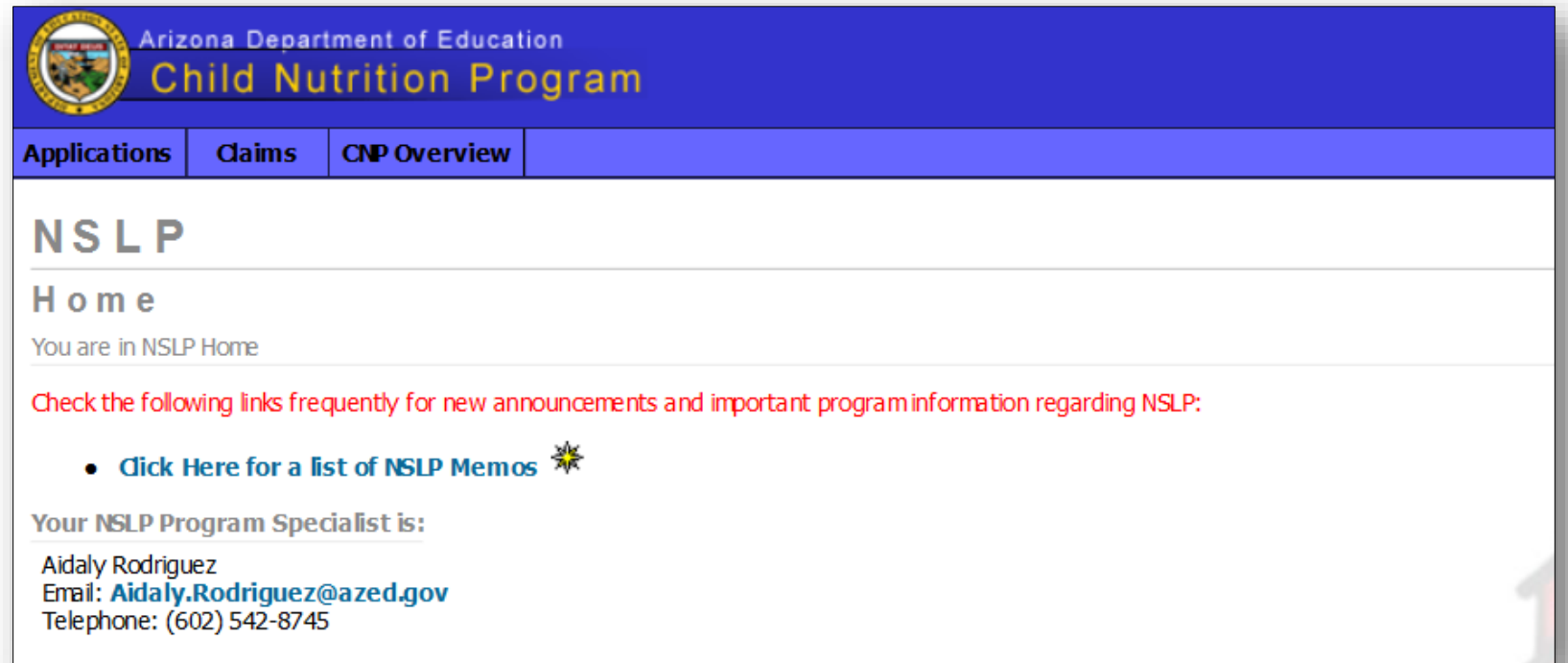
SFSP
Summer Food Service Program




CORE
Program Maintenance

*Log into
CNPWeb*

A new webpage will load. It should look like this screen:



The screenshot shows the homepage of the Arizona Department of Education's Child Nutrition Program (CNPWeb). The header is blue with the Arizona Department of Education logo on the left and the text "Arizona Department of Education" and "Child Nutrition Program" in white. Below the header is a navigation bar with three tabs: "Applications", "Claims", and "CNP Overview". The main content area is white and contains the following information:

- NSLP**
- Home**
- You are in NSLP Home
- Check the following links frequently for new announcements and important program information regarding NSLP:
 - [Click Here for a list of NSLP Memos](#) 
- Your NSLP Program Specialist is:**
 - Aidaly Rodriguez
 - Email: Aidaly.Rodriguez@azed.gov
 - Telephone: (602) 542-8745

*Log into
CNPWeb*

CNPWeb Home Page

The screenshot shows the CNPWeb Home Page for the Arizona Department of Education's Child Nutrition Program. The page has a blue header with the department's name and logo. Below the header is a navigation bar with tabs for Applications, Claims, and CNP Overview. The main content area is titled 'NSLP Home' and includes a message about checking links for announcements. Three purple arrows point to specific sections: 'Program Specialist' points to the contact information for Aidaly Rodriguez; 'Sponsor Status' points to the 'Sponsor Status' section showing 'No actions required'; and 'Claims Status' points to the 'Claims Status' section showing a recent reimbursement sent for processing.

Arizona Department of Education
Child Nutrition Program

Applications | Claims | CNP Overview

NSLP

Home

You are in NSLP Home

Check the following links frequently for new announcements and important program information regarding NSLP:

- [Click Here for a list of NSLP Memos](#) 🌟

Your NSLP Program Specialist is:
Aidaly Rodriguez
Email: Aidaly.Rodriguez@azed.gov
Telephone: (602) 542-8745

Sponsor Status:
✅ No actions required in applications -- your most recent sponsor application

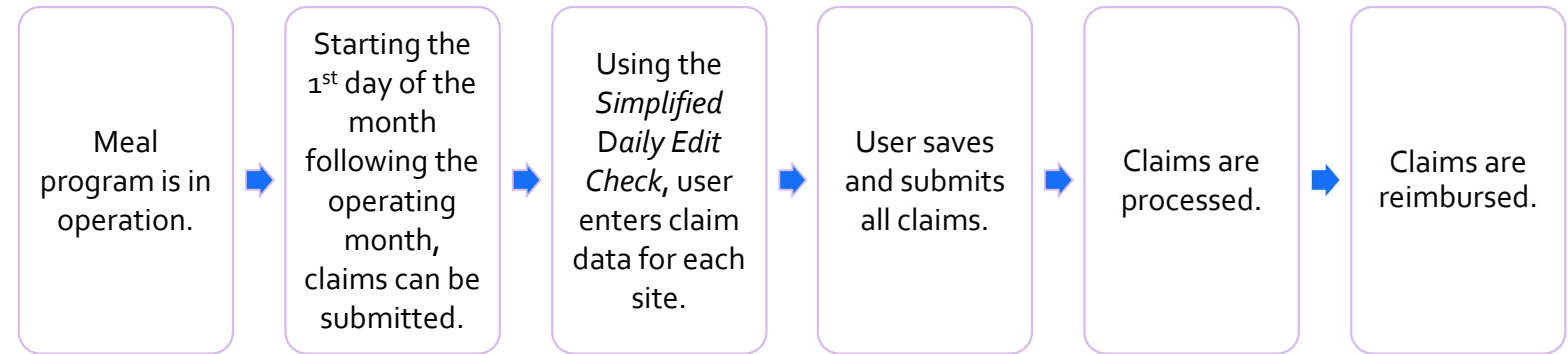
Claims Status:
💰 Your most recent reimbursement was sent for processing on 07-05-2016.

- **Program Specialist:** Each LEA participating in NSLP has an assigned School Nutrition Programs Specialist. This is the person the LEA should contact for program/regulatory questions, special requests, and ongoing support. Their contact information is displayed in CNPWeb home page.
- **Sponsor Status:** Provides the status for the LEA's Site and Sponsor applications.
- **Claim Status:** Provides updates for claim submission, payment, and reimbursement.

Submitting a Claim for Special Assistance Provision 3

Submitting a Claim for Special Assistance Provision 3

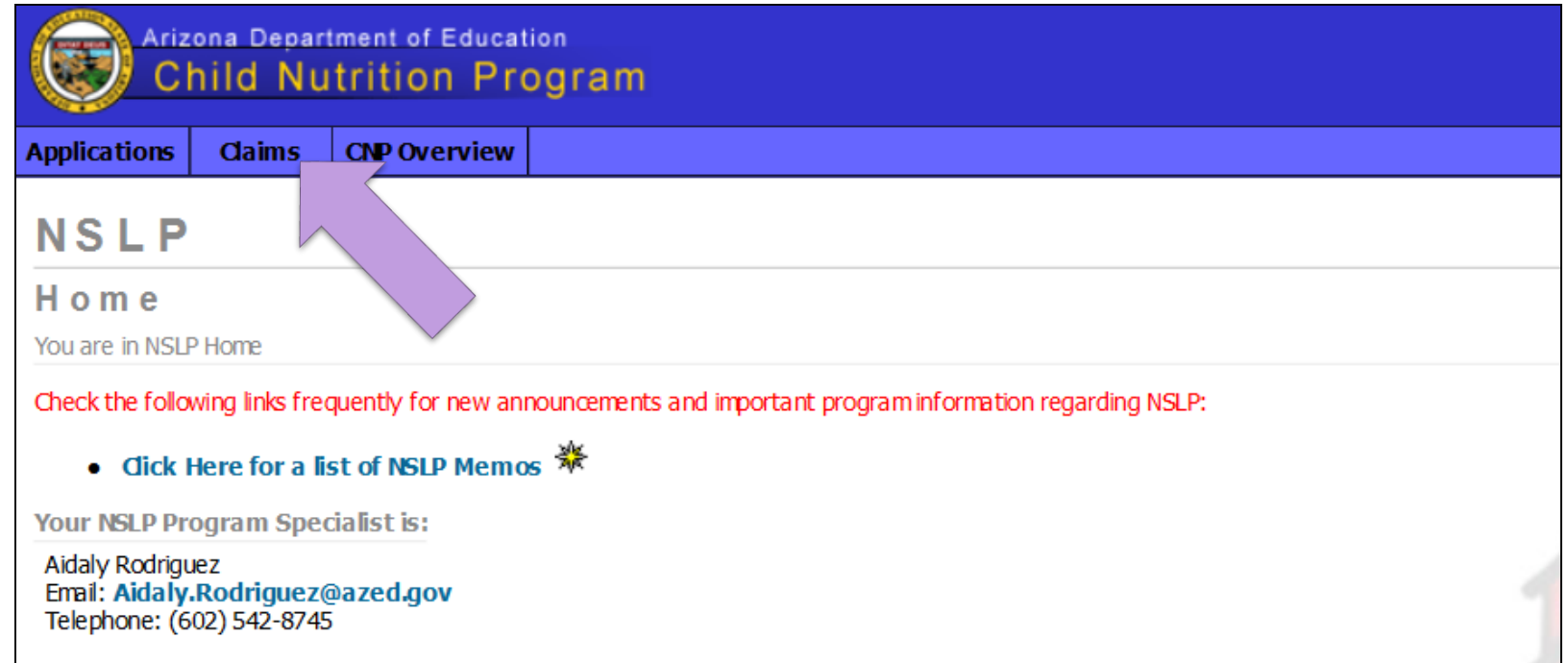
Flow of Submitting a Claim




Together we will go through the process of submitting a claim by following the steps listed above. The following slides will discuss the steps in more detail.

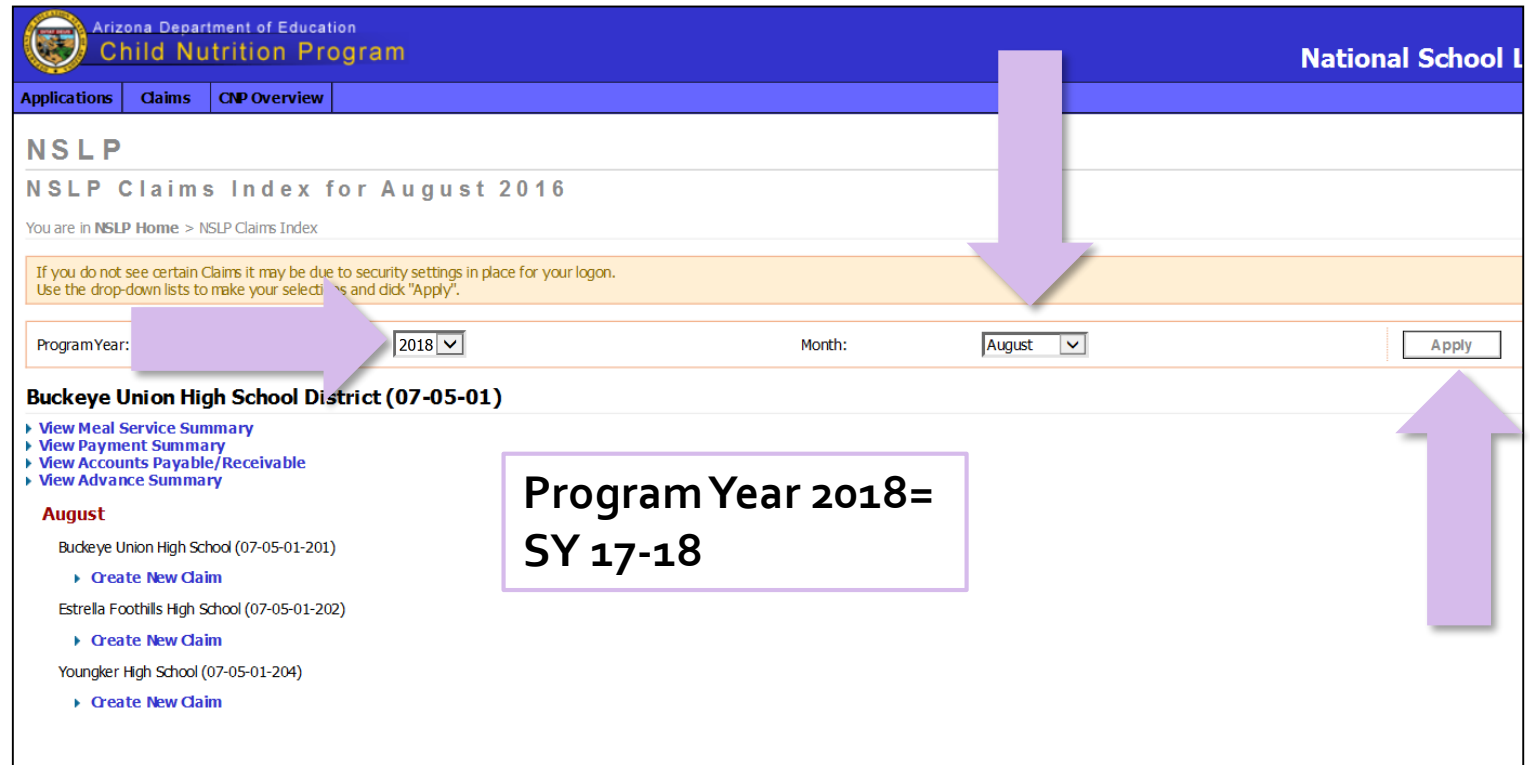
Submitting a Claim for Special Assistance Provision 3

1. Once logged into CNPWeb, click on **Claims** found on the CNPWeb home screen.



Submitting a Claim for Special Assistance Provision 3

2. Use the drop downs to select the program year and then the month you are wanting to submit a claim for. Then click .




Arizona Department of Education
Child Nutrition Program

Applications Claims **CNP Overview** National School L

NSLP
NSLP Claims Index for August 2016

You are in [NSLP Home](#) > NSLP Claims Index

If you do not see certain Claims it may be due to security settings in place for your logon. Use the drop-down lists to make your selections and click "Apply".

Program Year: 2018 Month: August 

Buckeye Union High School District (07-05-01)

- View Meal Service Summary
- View Payment Summary
- View Accounts Payable/Receivable
- View Advance Summary

August

- Buckeye Union High School (07-05-01-201)
Create New Claim
- Estrella Foothills High School (07-05-01-202)
Create New Claim
- Youngker High School (07-05-01-204)
Create New Claim

Program Year 2018= SY 17-18

Submitting a Claim for Special Assistance Provision 3

Now your screen should show the month selected and all sites.

Month
Selected

Sites

The screenshot shows the 'NSLP Claims Index for August 2016' page. At the top, there's a blue header with the Arizona Department of Education logo and the text 'Child Nutrition Program'. Below this is a navigation bar with 'Applications', 'Claims', and 'CNP Overview'. The main content area is titled 'NSLP Claims Index for August 2016' and includes a breadcrumb trail 'You are in NSLP Home > NSLP Claims Index'. A yellow warning box states: 'If you do not see certain Claims it may be due to security settings in place for your login. Use the drop-down lists to make your selections and click "Apply".' Below this, there are two dropdown menus: 'Program Year:' set to '2018' and 'Month:' set to 'August'. The section 'Buckeye Union High School District (07-05-01)' is expanded, showing a list of links: 'View Meal Service Summary', 'View Payment Summary', 'View Accounts Payable/Receivable', and 'View Advance Summary'. Underneath, the month 'August' is highlighted in red, and a list of schools is shown with a 'Create New Claim' link for each: 'Buckeye Union High School (07-05-01-201)', 'Estrella Foothills High School (07-05-01-202)', and 'Youngker High School (07-05-01-204)'.

Arizona Department of Education
Child Nutrition Program

Applications Claims **CNP Overview**

NSLP
NSLP Claims Index for August 2016

You are in **NSLP Home** > NSLP Claims Index

If you do not see certain Claims it may be due to security settings in place for your login.
Use the drop-down lists to make your selections and click "Apply".

Program Year: 2018 Month: August

Buckeye Union High School District (07-05-01)

- View Meal Service Summary
- View Payment Summary
- View Accounts Payable/Receivable
- View Advance Summary

August

- Buckeye Union High School (07-05-01-201)
 - Create New Claim
- Estrella Foothills High School (07-05-01-202)
 - Create New Claim
- Youngker High School (07-05-01-204)
 - Create New Claim

Submitting a Claim for Special Assistance Provision 3

We will now begin submitting a claim.

Things to remember:

- Claims are site based.
- Claims are submitted monthly.
- Claim data is obtained directly from the Simplified Daily Edit Checks.
- Claims must be submitted after the entire month of operation has been completed; claims cannot be submitted in advance.
- The LEA is able to save all claims and continue working on them at a later time.
- Claims, even in **Submitted** status, can be revised.
- Claims must be in **Submitted** status in order to receive reimbursement, claims left in **Pending** status are not valid and will not be paid if left in this status.

Submitting a Claim for Special Assistance Provision 3

What is a Simplified Daily Edit Check?

- A tool used to ensure the number of children currently eligible for meals, multiplied by the site's **attendance factor**, does not exceed the meals served for the day.
- LEAs operating Special Assistance Provision 3 are required to complete a Simplified Daily Edit Check at each site.
- Claim data is obtained directly from the Simplified Daily Edit Checks.
- A sample Simplified Daily Edit Check Worksheet can be found on the ADE's [Program Forms Webpage](#).

DAILY EDIT CHECK WORKSHEET

Simplified Daily Edit Check Worksheet

School: _____ Enrollment: _____ ☐ National School Lunch Program
Month: _____ Attendance Factor (AF): _____ ☐ School Breakfast Program

BREAKFAST					LUNCH				
Day of Month:	A	B	C	D	Day of Month:	A	B	C	D
Total Enrollment	AF	Total Enrollment X AF	Total Meals Served	TOTAL COUNTS:	Total Enrollment	AF	Total Enrollment X AF	Total Meals Served	TOTAL COUNTS:
1		0.00%	0	0	1		0.00%	0	0
2		0.00%	0	0	2		0.00%	0	0
3		0.00%	0	0	3		0.00%	0	0
4		0.00%	0	0	4		0.00%	0	0
5		0.00%	0	0	5		0.00%	0	0
6		0.00%	0	0	6		0.00%	0	0
7		0.00%	0	0	7		0.00%	0	0
8		0.00%	0	0	8		0.00%	0	0
9		0.00%	0	0	9		0.00%	0	0
10		0.00%	0	0	10		0.00%	0	0
11		0.00%	0	0	11		0.00%	0	0
12		0.00%	0	0	12		0.00%	0	0
13		0.00%	0	0	13		0.00%	0	0
14		0.00%	0	0	14		0.00%	0	0
15		0.00%	0	0	15		0.00%	0	0
16		0.00%	0	0	16		0.00%	0	0
17		0.00%	0	0	17		0.00%	0	0
18		0.00%	0	0	18		0.00%	0	0
19		0.00%	0	0					
20		0.00%	0	0					
21		0.00%	0	0					
22		0.00%	0	0					
23		0.00%	0	0					
24		0.00%	0	0					
25		0.00%	0	0					
26		0.00%	0	0					
27		0.00%	0	0					

Please contact your Program Specialist if you have questions about completing the Simplified Daily Edit Check.

Attendance
Factor

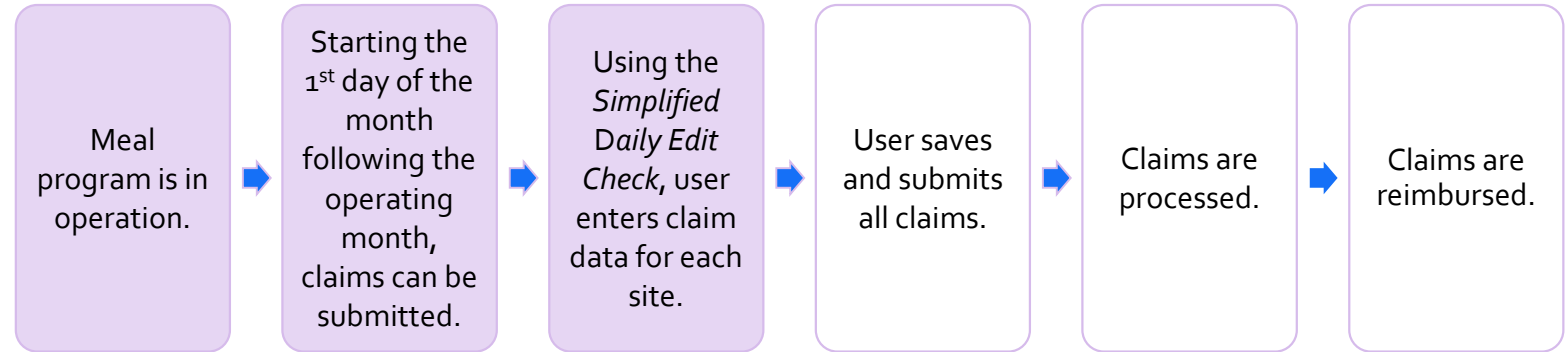
Submitting a Claim for Special Assistance Provision 3

What is an Attendance Factor?

- A percentage developed each program year by ADE School Finance. This percentage accounts for the difference between enrollment and attendance. This information is used as a basic edit check for claims.
- This percentage is site specific and can be found at the bottom of each site claim.
- Some LEAs exceed their attendance factor edit checks due to fluctuation in participation. When the daily edit checks or reimbursement claims are in error due to an attendance factor that is too low, a new attendance factor may be calculated.
- Meal counts should *not* be adjusted to make the claim pass the edit check.

Submitting a Claim for Special Assistance Provision 3

Flow of Submitting a Claim

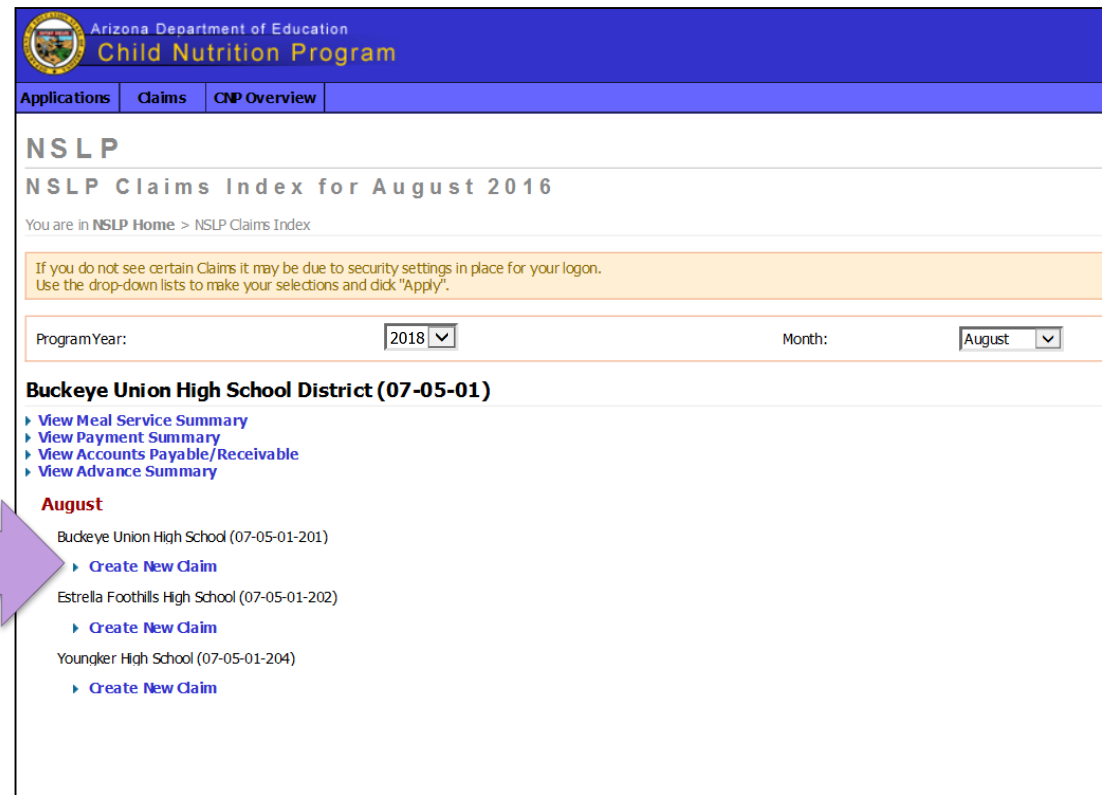


Meal Claiming: Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals actually served to students at the point of service.

Site: ADE's term for the individual location where meal service takes place.

Submitting a Claim for Special Assistance Provision 3

3. Under the claim month you selected, you will see a list of all your sites. Click [Create New Claim](#) under the site you wish to enter claim data in.



Arizona Department of Education
Child Nutrition Program

Applications Claims **CNP Overview**

NSLP
NSLP Claims Index for August 2016
You are in [NSLP Home](#) > [NSLP Claims Index](#)

If you do not see certain Claims it may be due to security settings in place for your login. Use the drop-down lists to make your selections and click "Apply".

Program Year: Month:

Buckeye Union High School District (07-05-01)

- ▶ [View Meal Service Summary](#)
- ▶ [View Payment Summary](#)
- ▶ [View Accounts Payable/Receivable](#)
- ▶ [View Advance Summary](#)

August

- Buckeye Union High School (07-05-01-201)
▶ [Create New Claim](#)
- Estrella Foothills High School (07-05-01-202)
▶ [Create New Claim](#)
- Youngker High School (07-05-01-204)
▶ [Create New Claim](#)

Submitting a Claim for Special Assistance Provision 3

You have successfully opened a site claim.

A new webpage will load. It should look similar to this screen. The following slide will review what fields are available on your claim.

The screenshot displays the 'NSLP Site Claim' form for the Arizona Department of Education. The form is titled 'NSLP Site Claim' and includes a warning: 'This claim has not yet been saved. Please be sure to click the Save button before leaving this page.' The form is divided into sections for Breakfast, Lunch, Afternoon Snack, and Attendance Factor. Each section contains fields for 'Number of Days Served', 'Free Meals Served', 'Reduced-Price Meals Served', 'Paid Meals Served', 'Total Meals Served', and 'Participants Enrolled'. The 'Attendance Factor' section shows a value of 93.77 %.

Breakfast

Number of Days Served:	0
Free Meals Served:	0
Reduced-Price Meals Served:	0
Paid Meals Served:	0
Total Meals Served:	0
Participants Enrolled:	0

Lunch

Number of Days Served:	0
Free Meals Served:	0
Reduced-Price Meals Served:	0
Paid Meals Served:	0
Total Meals Served:	0
Participants Enrolled:	0

Afternoon Snack

Number of Days Served:	0
Free Meals Served:	0
Participants Enrolled:	0

Attendance Factor

Attendance Factor:	93.77 %
--------------------	---------

Submitting a Claim for Special Assistance Provision 3

What fields will I see on my claim?

Based on the site's participation in School Nutrition Programs, the CNPWeb claim will provide fields for the National School Lunch Program (NSLP), School Breakfast Program (SBP) and/or After School Care Snack Program (ASCSP).

For example: A site that only participates in NSLP and SBP will only see fields related to NSLP and SBP when the LEA opens that site's monthly claim.

Regular Claim	
This claim has not yet been saved. Please be sure to click the Save button below before leaving this claim.	
Breakfast	
Number of Days Served:	0
Free Meals Served:	0
Reduced-Price Meals Served:	0
Paid Meals Served:	0
Total Meals Served:	0
Participants Approved for Free Meals:	0
Participants Approved for Reduced-Price Meals:	0
Participants Approved for Paid Meals:	0
Participants Enrolled:	0
Lunch	
Number of Days Served:	0
Free Meals Served:	0
Reduced-Price Meals Served:	0
Paid Meals Served:	0
Total Meals Served:	0
Participants Approved for Free Meals:	0
Participants Approved for Reduced-Price Meals:	0
Participants Approved for Paid Meals:	0
Participants Enrolled:	0
Attendance Factor	
Attendance Factor:	93.37 %

Submitting a Claim for Special Assistance Provision 3

4. Enter your meal counts into a site claim.

The following slides will review the fields that need to be completed when submitting a site claim. We will first review the fields in the breakfast section. If you do not operate breakfast, you may continue to slide 44 for guidance on entering lunch data.

Breakfast	
Number of Days Served:	<input type="text" value="0"/>
Free Meals Served:	<input type="text" value="0"/>
Reduced-Price Meals Served:	<input type="text" value="0"/>
Paid Meals Served:	<input type="text" value="0"/>
Total Meals Served:	<input type="text" value="0"/>
Participants Enrolled:	<input type="text" value="0"/>

Lunch	
Number of Days Served:	<input type="text" value="0"/>
Free Meals Served:	<input type="text" value="0"/>
Reduced-Price Meals Served:	<input type="text" value="0"/>
Paid Meals Served:	<input type="text" value="0"/>
Total Meals Served:	<input type="text" value="0"/>
Participants Enrolled:	<input type="text" value="0"/>

Afternoon Snack	
Number of Days Served:	<input type="text" value="0"/>
Free Meals Served:	<input type="text" value="0"/>
Participants Enrolled:	<input type="text" value="0"/>

Attendance Factor	
Attendance Factor:	92.32 %

Breakfast Fields

Submitting a Claim for Special Assistance Provision 3

Breakfast Fields

- **Number of Days Served:** The number of days breakfast was served during the month of operation.
- **Total Meals Served:** The sum of all breakfasts served during the month of operation.
- **Participants Enrolled:** The highest number of students enrolled during the month of operation.

Breakfast	
Number of Days Served:	<input type="text" value="0"/>
Free Meals Served:	<input type="text" value="0"/>
Reduced-Price Meals Served:	<input type="text" value="0"/>
Paid Meals Served:	<input type="text" value="0"/>
Total Meals Served:	<input type="text" value="0"/>
Participants Enrolled:	<input type="text" value="0"/>

**Please note that the 'Free Meals Served', 'Reduced-Price Meals Served, and 'Paid Meals Served' in the screenshot above will automatically show zero's for all Provision 3 operating sites. The user will not be required to complete these fields because the Provision 3 site is only required to count the total meals served.*

Continue

Submitting a Claim for Special Assistance Provision 3

Lunch Fields

- **Number of Days Served:** The number of days lunch was served during the month of operation.
- **Total Meals Served:** The sum of all lunches served during the month of operation.
- **Participants Enrolled:** The highest number of students enrolled during the month of operation.

Lunch	
Number of Days Served:	<input type="text" value="0"/>
Free Meals Served:	0
Reduced-Price Meals Served:	0
Paid Meals Served:	0
Total Meals Served:	<input type="text" value="0"/>
Participants Enrolled:	<input type="text" value="0"/>

**Please note that the 'Free Meals Served', 'Reduced-Price Meals Served, and 'Paid Meals Served' in the screenshot above will automatically show zero's for all Provision 3 operating sites. The user will not be required to complete these fields because the Provision 3 site is only required to count the total meals served.*

Submitting a Claim for Special Assistance Provision 3

Afternoon Snack Fields

- **Number of Days Served:** The number of days snacks were served during the month of operation.
- **Free Meals Served:** The number of *free* snacks served during the month of operation.
- **Participants Enrolled:** The highest number of students enrolled during the month of operation.

Afternoon Snack

Number of Days Served:

Free Meals Served:

Participants Enrolled:

Submitting a Claim for Special Assistance Provision 3

Attendance Factor

At the bottom of your claim you should see a percentage under the header *Attendance Factor*.

- An attendance factor is a percentage developed each program year by ADE School Finance. This percentage accounts for the difference between enrollment and attendance. This information is used as a basic edit check for claims.
- This percentage is site specific and can be found at the bottom of *each* site claim.
- LEAs are to use this attendance factor when completing the required form, *Simplified Daily Edit Check*.

Attendance Factor

Attendance Factor:

Daily Edit Check

Submitting a Claim for Special Assistance Provision 3

Calculating Provision 3 Claims

Once the user has entered the required claim data shown in the previous slides, CNPWeb will automatically calculate the percent change enrollment from the base year claim data of free, reduced, and paid participants from the particular claiming month from the base year and total meals served. The example below shows how CNPWeb will calculate and adjusts claims for Provision 3 school based on the total number of meals served, the number of days served, and how many students are enrolled in the school.

- Follow along with the claiming formula and math conducted for the *free* reimbursement. Please note that the reduced and paid reimbursements will be calculated in this same format.


Provision 3 Claiming Adjustment for the Month of August Example			
	Step 1	Step 2	Step 3
Action	Percent Change Enrollment	Enrollment Adjusted Meals	Serving Day Adjusted Meals
Steps	August non-base year enrollment / August base year enrollment	August base year free meals x percent change enrollment	(August base year serving days / August non-base year serving days) x enrollment adjusted meals
Example	$210 \text{ (NBY)} / 200 \text{ (BY)} = 1.05$	$1045 \times 1.05 = 1097.25$	$(16 / 18 = 0.89) \times 1097.25 = 1232.87$

Submitting a Claim for Special Assistance Provision 3

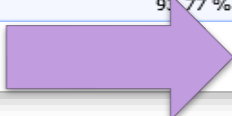
5. Once all fields of the site claim are complete, click Save at the bottom of the screen.

Bret R. Tarver
(07-04-83-122)

Regular Claim

 This claim has not yet been saved. Please be sure to click the Save button

Breakfast - Severe Need	
Number of Days Served:	<input type="text" value="18"/>
Free Meals Served:	4449
Reduced-Price Meals Served:	143
Paid Meals Served:	336
Total Meals Served:	<input type="text" value="4928"/>
Participants Enrolled:	<input type="text" value="301"/>
Lunch - High Rate	
Number of Days Served:	<input type="text" value="18"/>
Free Meals Served:	3482
Reduced-Price Meals Served:	156
Paid Meals Served:	283
Total Meals Served:	<input type="text" value="3921"/>
Participants Enrolled:	<input type="text" value="301"/>
Afternoon Snack - High Rate	
Number of Days Served:	<input type="text" value="11"/>
Free Meals Served:	<input type="text" value="606"/>
Participants Enrolled:	<input type="text" value="75"/>
Attendance Factor	
Attendance Factor:	<input type="text" value="91.77 %"/>

 Save Delete Cancel

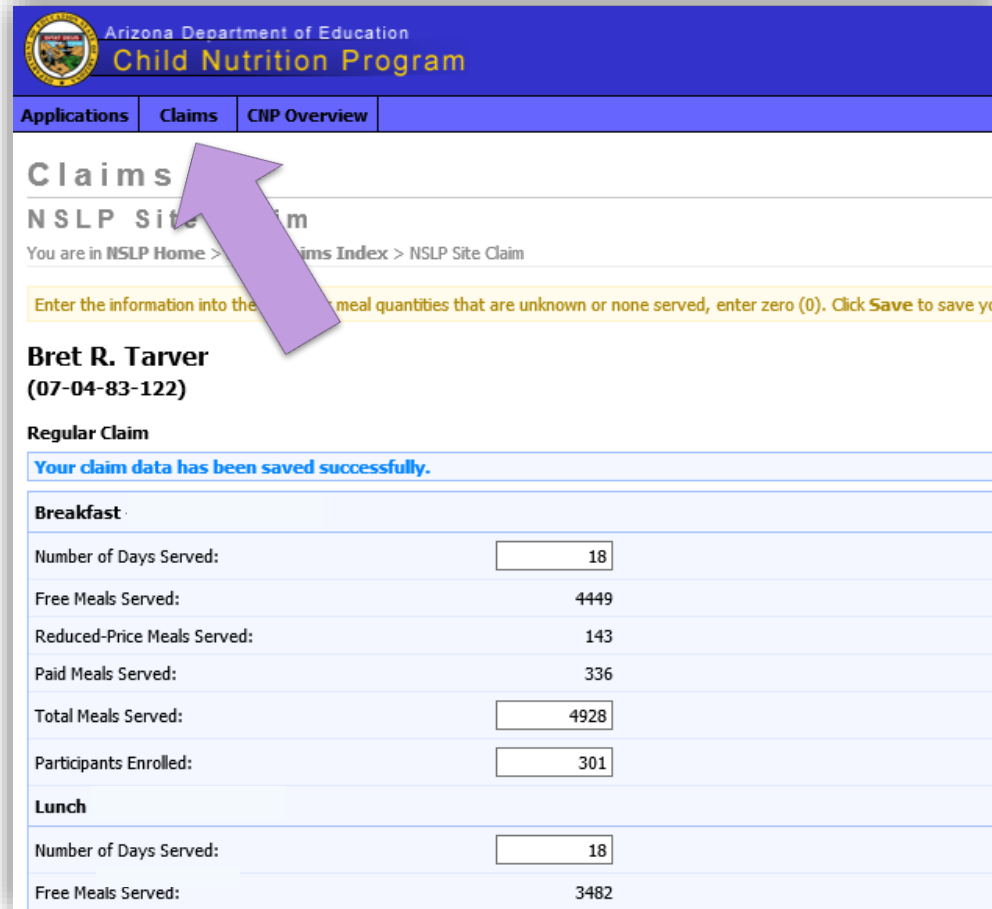
Remember that the user did not enter any counts in the *Free Meals Served*, *Reduced-Price Meals Served*, or *Paid Meals Served*; however, in this example these fields auto-filled based on the sites claiming percentages that were established during the base year and the data the user entered into the required fields.

 Continue

Submitting a Claim

Your screen will refresh and continue to display the claim you submitted.

6. Click **Claims** found at the top of your screen to go back to your claim index page.



Arizona Department of Education
Child Nutrition Program

Applications **Claims** CNP Overview

Claims

NSLP Site Claim

You are in [NSLP Home](#) > [Claims Index](#) > [NSLP Site Claim](#)

Enter the information into the meal quantities that are unknown or none served, enter zero (0). Click **Save** to save your claim.

Bret R. Tarver
(07-04-83-122)

Regular Claim

Your claim data has been saved successfully.

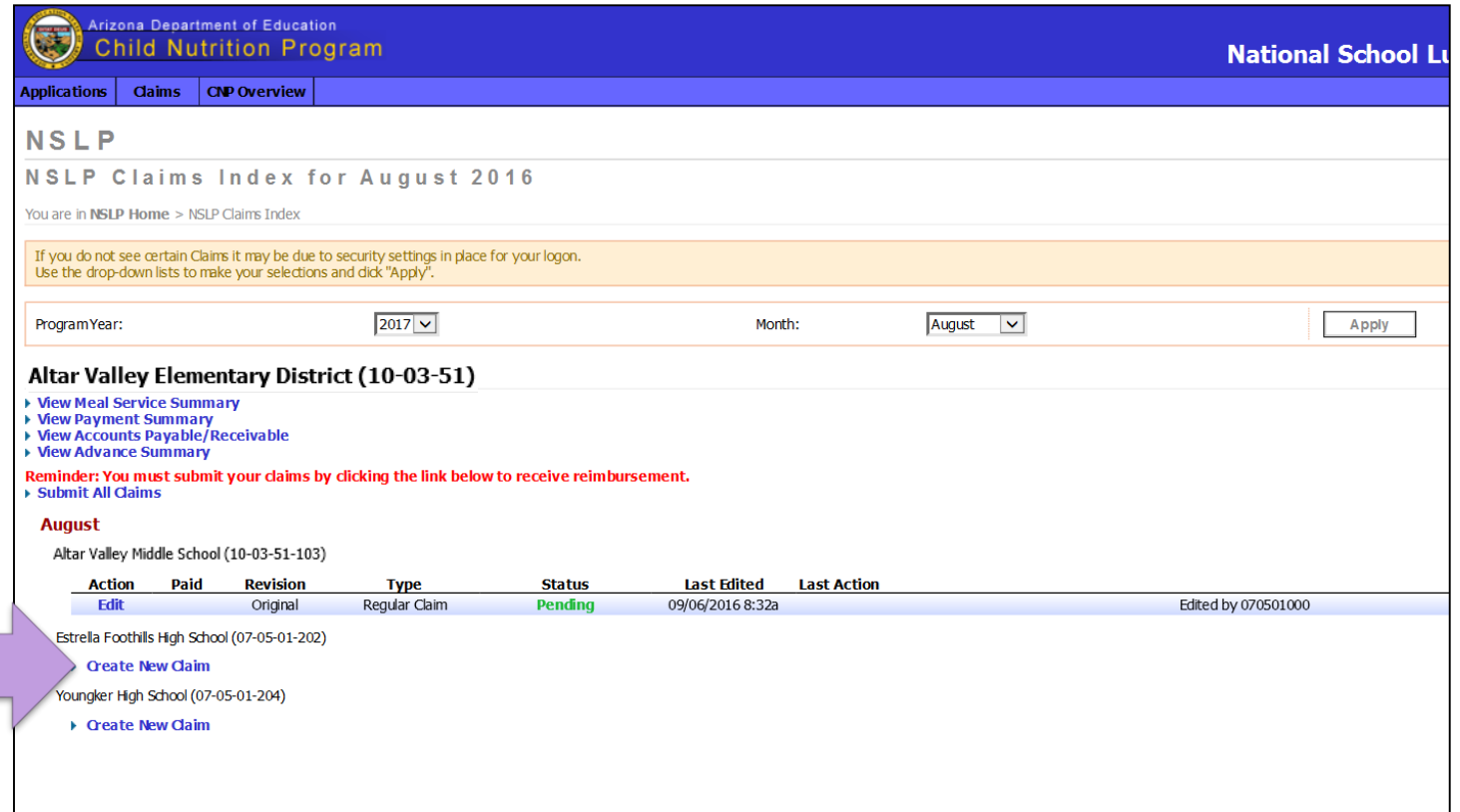
Breakfast	
Number of Days Served:	18
Free Meals Served:	4449
Reduced-Price Meals Served:	143
Paid Meals Served:	336
Total Meals Served:	4928
Participants Enrolled:	301

Lunch	
Number of Days Served:	18
Free Meals Served:	3482

Claim Index

Submitting a Claim

7. Click [▶ Create New Claim](#) to enter in claim data for other sites. Use slides 39-49 for guidance on entering claim data.



Arizona Department of Education
Child Nutrition Program
National School Lunch

Applications Claims **CNP Overview**

NSLP

NSLP Claims Index for August 2016

You are in [NSLP Home](#) > [NSLP Claims Index](#)

If you do not see certain Claims it may be due to security settings in place for your login.
Use the drop-down lists to make your selections and click "Apply".

Program Year: Month:

Altar Valley Elementary District (10-03-51)

- [▶ View Meal Service Summary](#)
- [▶ View Payment Summary](#)
- [▶ View Accounts Payable/Receivable](#)
- [▶ View Advance Summary](#)

Reminder: You must submit your claims by clicking the link below to receive reimbursement.

- [▶ Submit All Claims](#)

August

Altar Valley Middle School (10-03-51-103)

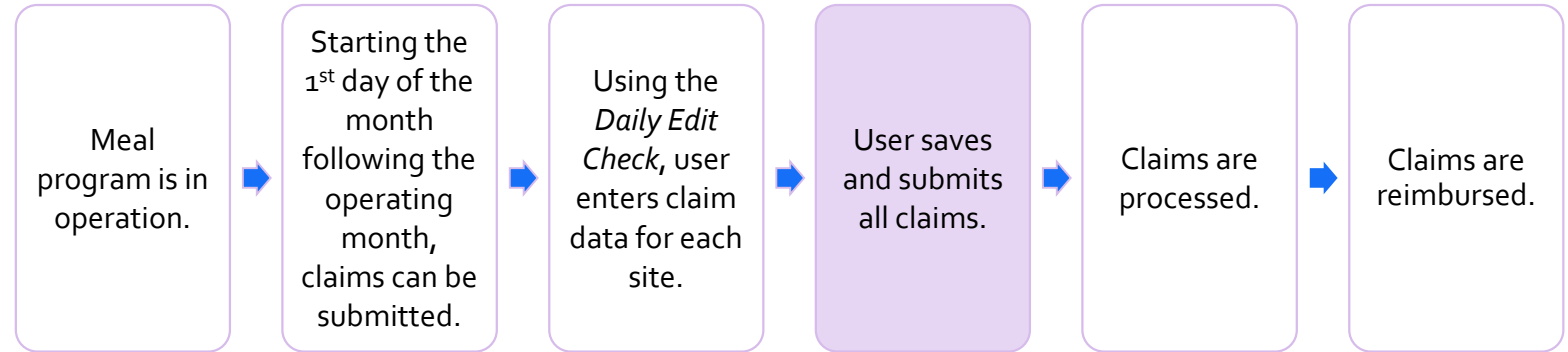
Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	09/06/2016 8:32a	Edited by 070501000

Estrella Foothills High School (07-05-01-202)
[▶ Create New Claim](#)

Younger High School (07-05-01-204)
[▶ Create New Claim](#)

Submitting a Claim

Flow of Submitting a Claim



Pending Status: Claims left in *pending* status are not considered complete and will not be paid if left in this status.

Submitted Status: Claims must be in *submitted* status in order to receive reimbursement.

Submitting a Claim

8. Once all claims have been entered and *Saved*, you must click **Submit All Claims** to submit the claims to ADE.

Arizona Department of Education
Child Nutrition Program

Applications Claims **CNP Overview**

NSLP

NSLP Claims Index for August 2016

You are in [NSLP Home](#) > NSLP Claims Index

If you do not see certain Claims it may be due to security settings in place for your login. Use the drop-down lists to make your selections and click "Apply".

Program Year: Month:

Buckeye Union High School District (07-05-01)

- View Meal Service Summary
- View Payment Summary
- View Accounts Payable/Receivable
- View Advance Summary

Reminder: You must submit your claims by clicking the link below to receive reimbursement.

- Submit All Claims**

August

Buckeye Union High School (07-05-01-201)

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	09/06/2016 8:32a	Edited by

Estrella Foothills High School (07-05-01-202)

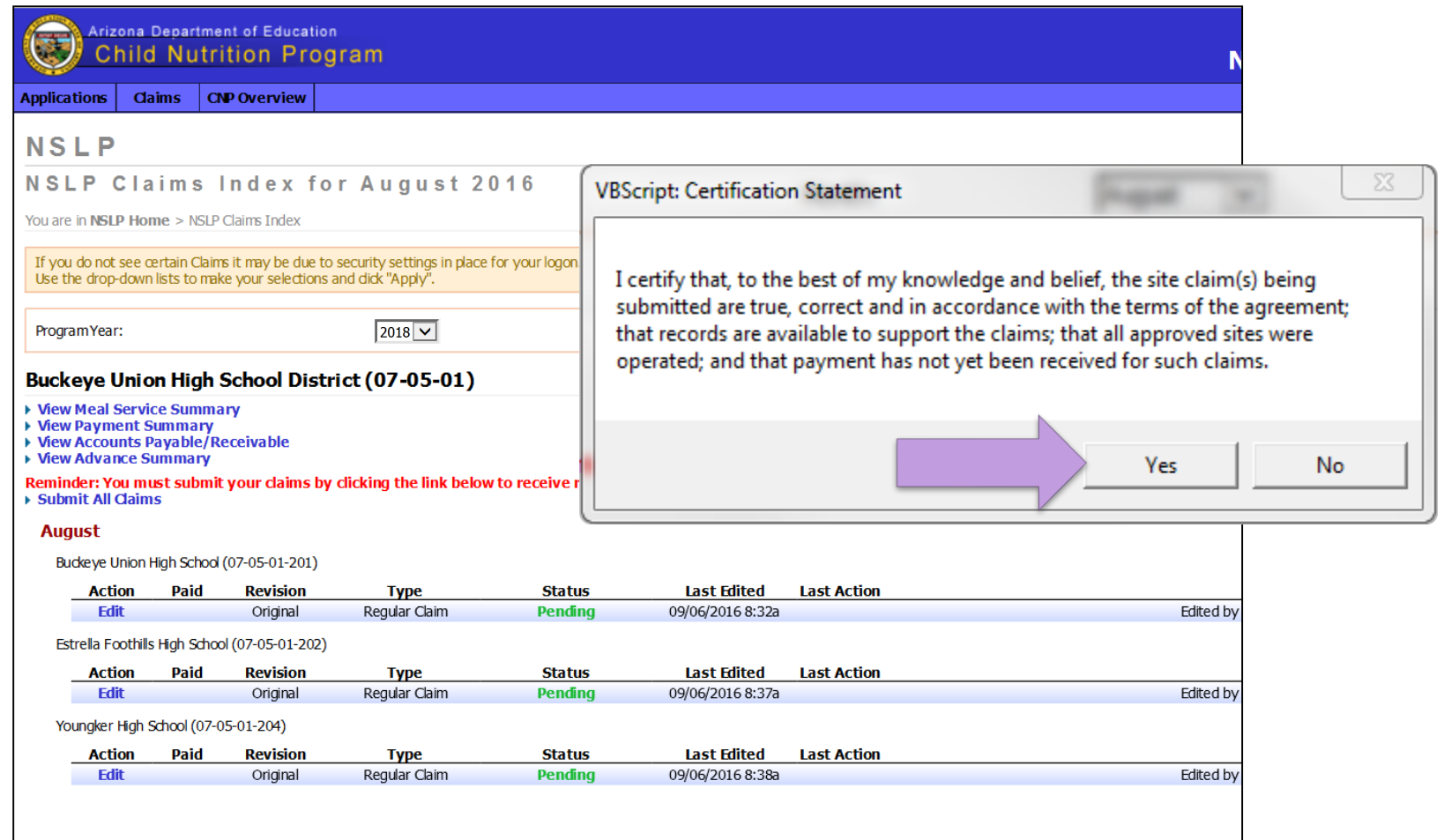
Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	09/06/2016 8:37a	Edited by

Youngker High School (07-05-01-204)

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	09/06/2016 8:38a	Edited by

Submitting a Claim

9. After you click **Submit All Claims** you will see a new window appear with a certification statement. Please review this statement and click **Yes** to continue.



Arizona Department of Education
Child Nutrition Program

Applications | Claims | CNP Overview

NSLP

NSLP Claims Index for August 2016

You are in [NSLP Home](#) > NSLP Claims Index

If you do not see certain Claims it may be due to security settings in place for your login. Use the drop-down lists to make your selections and click "Apply".

Program Year: 2018

Buckeye Union High School District (07-05-01)

- View Meal Service Summary
- View Payment Summary
- View Accounts Payable/Receivable
- View Advance Summary

Reminder: You must submit your claims by clicking the link below to receive reimbursement.

- Submit All Claims

August

Buckeye Union High School (07-05-01-201)

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	09/06/2016 8:32a	Edited by

Estrella Foothills High School (07-05-01-202)

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	09/06/2016 8:37a	Edited by

Youngker High School (07-05-01-204)

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	09/06/2016 8:38a	Edited by

VBScript: Certification Statement

I certify that, to the best of my knowledge and belief, the site claim(s) being submitted are true, correct and in accordance with the terms of the agreement; that records are available to support the claims; that all approved sites were operated; and that payment has not yet been received for such claims.

[Yes](#) [No](#)

Submitting a Claim

A new webpage will load. It should look like the screen shown below.

10. Click [here](#) found at the bottom of the webpage to return to the claims index.



Arizona Department of Education
Child Nutrition Program

Applications Claims **CNP Overview**

Claims

Claim Submission

You are in [NSLP Home](#) > [NSLP Claims Index](#) > Claim Submission

Submission Summary

3 claims processed.

Submission Detail

Buckeye Union High School (07-05-01-201)
[2016 August](#)
☒ Claim submitted successfully.

Estrella Foothills High School (07-05-01-202)
[2016 August](#)
☒ Claim submitted successfully.

Youngker High School (07-05-01-204)
[2016 August](#)
☒ Claim submitted successfully.

Click [here](#) to return to the claims index.

Submitting a Claim

A new webpage will load. Your claim status should match below:

Arizona Department of Education
Child Nutrition Program

Applications | **Claims** | CNP Overview

NSLP
NSLP Claims Index for August 2016

You are in [NSLP Home](#) > NSLP Claims Index

If you do not see certain Claims it may be due to security settings in place for your login. Use the drop-down lists to make your selections and click "Apply".

Program Year: Month:

Buckeye Union High School District (07-05-01)

- ▶ [View Meal Service Summary](#)
- ▶ [View Payment Summary](#)
- ▶ [View Accounts Payable/Receivable](#)
- ▶ [View Advance Summary](#)

August

Buckeye Union High School (07-05-01-201)

- ▶ [View Site Meal Service Summary](#)

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Submitted	09/06/2016 8:32a	Submitted t

Estrella Foothills High School (07-05-01-202)

- ▶ [View Site Meal Service Summary](#)

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Submitted	09/06/2016 8:37a	Submitted t

Youngker High School (07-05-01-204)

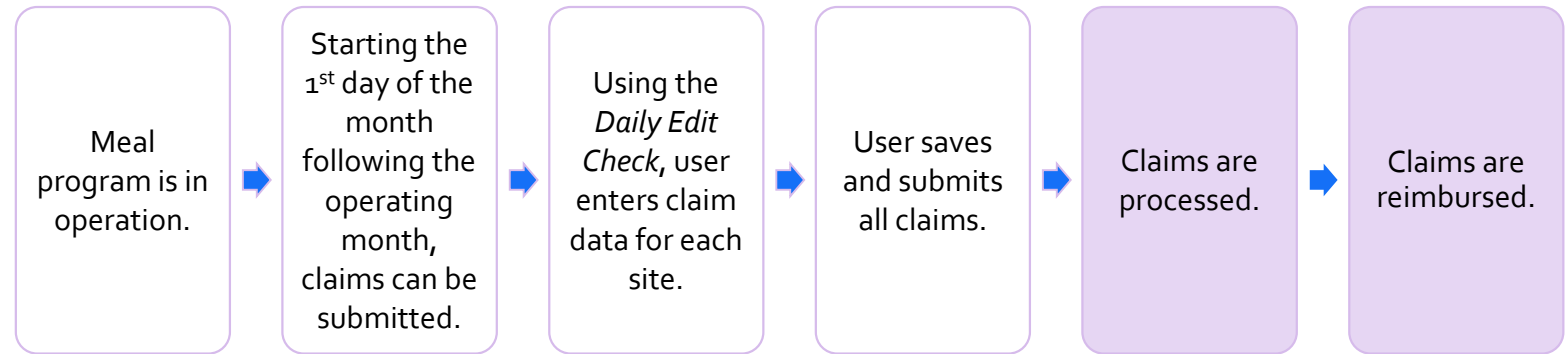
- ▶ [View Site Meal Service Summary](#)

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Submitted	09/06/2016 8:38a	Submitted t

If your statuses do not match, you have not submitted your claims properly. Please contact your Program Specialist.

Submitting a Claim

Flow of Submitting a Claim



Processing Claims: Claims are processed in batches, beginning the 1st business day of each month, except for the last week of the month during which no claims will be processed.

Reimbursement of Claims: Please refer to your date of submission and allow up to 10 business days to estimate check mail date or you may call the payment information line at (602) 542-5300.

Comprehension Check

What must you do to submit your claims?

- A. Click *Save* at the bottom of each claim. This submits each claim to ADE.
- B. Email your specialist when all claims have been filled out. They will click *Submit* from their office.
- C. Click on *Submit All Claims* above the month and certify the information is accurate.



Comprehension Check

What must you do to submit your claims?

- A. Click *Save* at the bottom of each claim. This submits each claim to ADE.
- B. Email your specialist when all claims have been filled out. They will click *Submit* from their office.
- C. Click on ***Submit All Claims*** above the month and certify the information is accurate.

Claims are not submitted until the user has clicked the ***Submit All Claims*** button and certified that the information is complete and accurate.



Revising a Claim

Revising a Claim

Am I able to revise my claim?

- Claims, even in submitted status, can be revised up until the 10th of the month and all reimbursement will be paid in the same lump sum.
- Revised claims may be submitted after the original claim has been paid and the additional amount will be added to the next claim. The revision must be submitted within 60 days.

For example, an LEA submits their site claim that includes meal counts for lunch and breakfast on September 1st. It is now in submitted status. On September 15th, the LEA realizes they accidentally put the breakfast meal counts in the lunch fields and needs to revise their claim. The LEA is able to log into CNPWeb and revise the claim up to 60 days, even though it is in submitted status. If the claim has already been processed by accounting the user would need to create a new claim revision to the original claim.

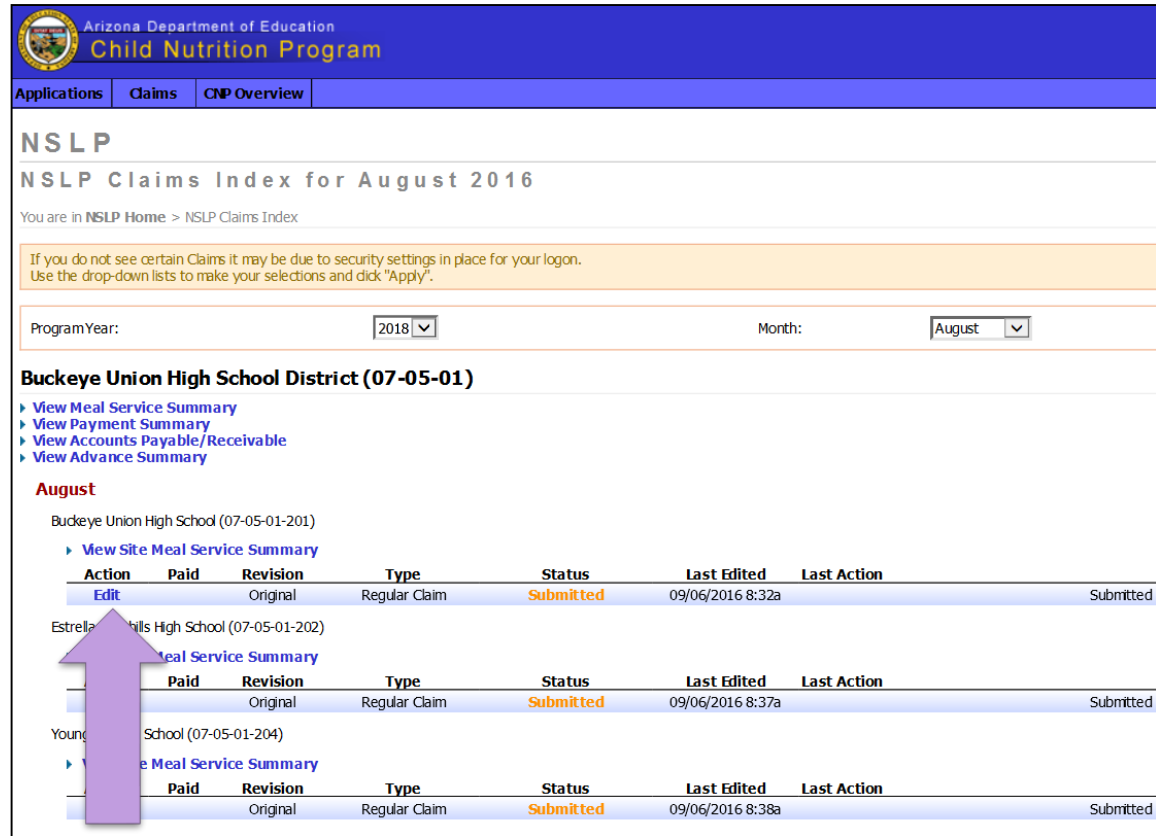
Revising a Claim

Revising a Claim

- The following slides will guide you through the process of revising a claim that is in *submitted* status. Please note, if you need to revise a claim that has already been processed, you will need to contact your Program Specialist for guidance.
- Attendees are expected to already understand how to navigate through CNPWeb to access the Claims Index Page.

Revising a Claim

1. Find the claim you wish to revise and click .



Arizona Department of Education
Child Nutrition Program

Applications Claims **CNP Overview**

NSLP

NSLP Claims Index for August 2016

You are in [NSLP Home](#) > NSLP Claims Index

If you do not see certain Claims it may be due to security settings in place for your login.
Use the drop-down lists to make your selections and click "Apply".

Program Year: Month:

Buckeye Union High School District (07-05-01)

- [View Meal Service Summary](#)
- [View Payment Summary](#)
- [View Accounts Payable/Receivable](#)
- [View Advance Summary](#)

August

Buckeye Union High School (07-05-01-201)

- [View Site Meal Service Summary](#)

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Submitted	09/06/2016 8:32a	Submitted t

Estrella Hills High School (07-05-01-202)

- [View Meal Service Summary](#)


Paid	Revision	Type	Status	Last Edited	Last Action
	Original	Regular Claim	Submitted	09/06/2016 8:37a	Submitted t

Young School (07-05-01-204)

- [View Meal Service Summary](#)

Paid	Revision	Type	Status	Last Edited	Last Action
	Original	Regular Claim	Submitted	09/06/2016 8:38a	Submitted t

Revising a Claim

2. The claim you originally submitted will load. Make the appropriate changes and click  found at the bottom of the webpage.

Claims

NSLP Site Claim

You are in NSLP Home > NSLP Claims Index > NSLP Site Claim

Help | Logoff

Enter the information into the form. For meal quantities that are unknown or none served, enter zero (0). Click Save to save your changes or click Cancel to disregard your changes since the last save. Be sure to enter only whole numbers (no decimals/cents).

NOTE This claim has already been submitted. Editing any data and then saving this claim will cause its status to return to PENDING. Pending claims are not paid until they have been submitted, thus this claim will need to be re-submitted to be paid.

Buckeye Union High School
(07-05-01-201)

Sponsored by Buckeye Union High School District (07-05-01)
2017 Program Year
August
Original Claim
Submitted

Regular Claim

Breakfast - Severe Need

Number of Days Served:

12

Free Meals Served:

1448

Reduced-Price Meals Served:

110

Paid Meals Served:

18

Total Meals Served:

1576

Participants Approved for Free Meals:

302

Participants Approved for Reduced-Price Meals:

29

Participants Approved for Paid Meals:

71

Participants Enrolled:

402

Lunch - High Rate

Number of Days Served:

12

Free Meals Served:

402

Reduced-Price Meals Served:

142

Paid Meals Served:

125

Total Meals Served:

669

Participants Approved for Free Meals:

3490

Participants Approved for Reduced-Price Meals:

302

Participants Approved for Paid Meals:

29

Participants Enrolled:

71

Attendance Factor

Attendance Factor:

84.27 %

Created by 070501000 on 9/6/2016 at 8:28:10 AM
Modified by 070501000 on 9/6/2016 at 8:33:37 AM
Submitted by 070501000 on 9/6/2016 at 8:40:18 AM

Save

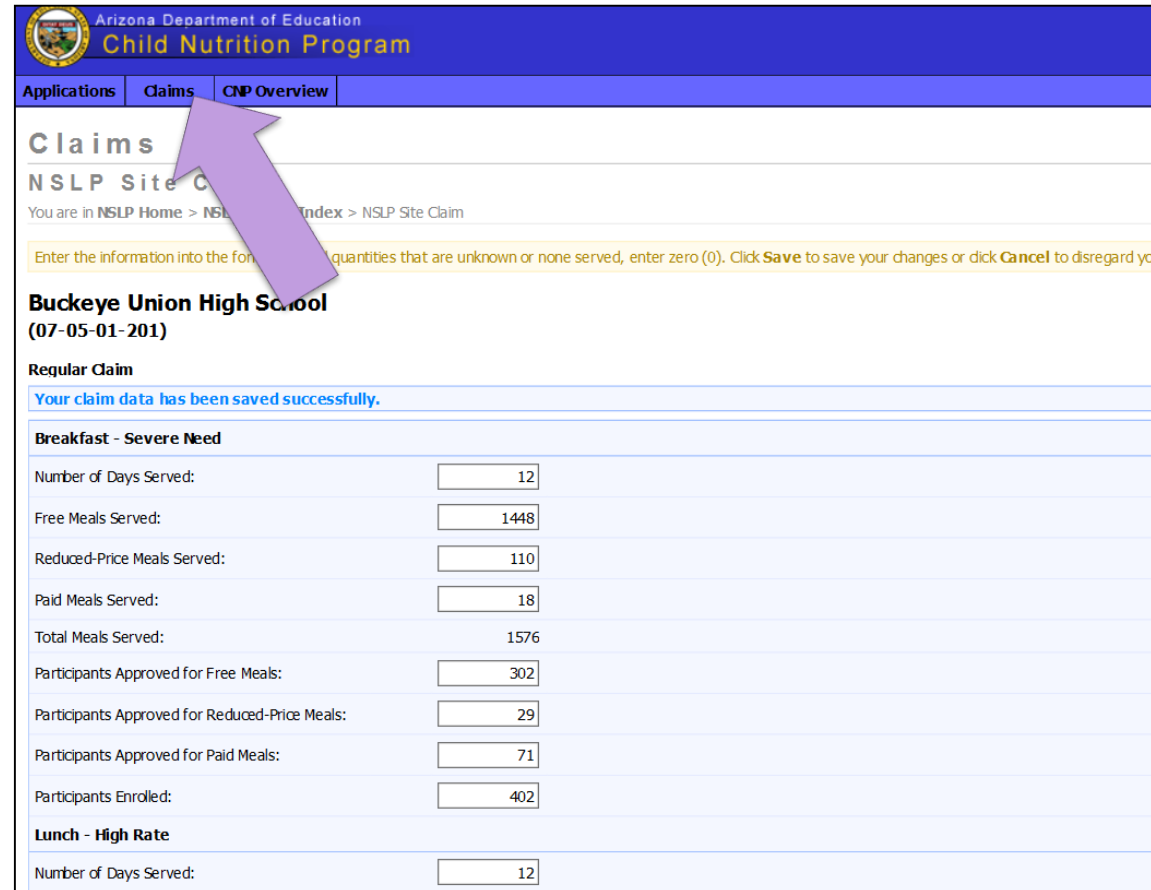
Delete

Cancel

Revising a Claim

Your screen will refresh and continue to display your revised claim.

3. Click **Claims** found at the top of your screen to go back to your claim index page.



Arizona Department of Education
Child Nutrition Program

Applications **Claims** CNP Overview

Claims

NSLP Site Claim

You are in NSLP Home > NSLP Site Claim Index > NSLP Site Claim

Enter the information into the form. For quantities that are unknown or none served, enter zero (0). Click **Save** to save your changes or click **Cancel** to disregard your changes.

Buckeye Union High School (07-05-01-201)

Regular Claim

Your claim data has been saved successfully.

Breakfast - Severe Need	
Number of Days Served:	12
Free Meals Served:	1448
Reduced-Price Meals Served:	110
Paid Meals Served:	18
Total Meals Served:	1576
Participants Approved for Free Meals:	302
Participants Approved for Reduced-Price Meals:	29
Participants Approved for Paid Meals:	71
Participants Enrolled:	402
Lunch - High Rate	
Number of Days Served:	12

Claim Index

Revising a Claim

4. Once all revised claims have been entered and *Saved*, you must click **Submit All Claims** to submit the revised claims to ADE.

Arizona Department of Education
Child Nutrition Program

Applications | **Claims** | CNP Overview

NSLP

NSLP Claims Index for August 2016

You are in [NSLP Home](#) > [NSLP Claims Index](#)

If you do not see certain Claims it may be due to security settings in place for your login.
Use the drop-down lists to make your selections and click "Apply".

Program Year: Month:

Buckeye Union High School District (07-05-01)

- View Meal Service Summary
- View Payment Summary
- View Accounts Payable/Receivable
- View Advance Summary
- Submit All Claims**

Reminder: You must submit the link below to receive reimbursement.

August

Buckeye Union High School (07-05-01-201)

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	09/06/2016 8:51a	

Estrella Foothills High School (07-05-01-202)

- View Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Submitted	09/06/2016 8:37a	

Youngker High School (07-05-01-204)

- View Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Submitted	09/06/2016 8:38a	

Revising a Claim

5. After you click **Submit All Claims** you will see a new window appear with a certification statement. Please review this statement and click **Yes** to continue.

Arizona Department of Education
Child Nutrition Program

Applications | Claims | CNP Overview

NSLP

NSLP Claims Index for August 2016

You are in [NSLP Home](#) > [NSLP Claims Index](#)

If you do not see certain Claims it may be due to security settings in place for your login. Use the drop-down lists to make your selections and click "Apply".

Program Year: 2018

Buckeye Union High School District (07-05-01)

- View Meal Service Summary
- View Payment Summary
- View Accounts Payable/Receivable
- View Advance Summary

Reminder: You must submit your claims by clicking the link below to receive reimbursement.

- Submit All Claims

August

Buckeye Union High School (07-05-01-201)

Action	Paid	Revision	Type	Status	Last Edited
Edit		Original	Regular Claim	Pending	09/06/2016

Estrella Foothills High School (07-05-01-202)

- View Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited
Edit		Original	Regular Claim	Submitted	09/06/2016

Youngker High School (07-05-01-204)

- View Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Submitted	09/06/2016 8:38a	Submitted by 0705010

VBScript: Certification Statement

I certify that, to the best of my knowledge and belief, the site claim(s) being submitted are true, correct and in accordance with the terms of the agreement; that records are available to support the claims; that all approved sites were operated; and that payment has not yet been received for such claims.

[Yes](#) [No](#)

Revising a Claim

A new webpage will load. It should look like the screen shown below.

6. Click [here](#) found at the bottom of the webpage to return to your claims index page.



The screenshot shows the Arizona Department of Education Child Nutrition Program website. The header is blue with the state seal and the text "Arizona Department of Education Child Nutrition Program". Below the header is a navigation bar with tabs for "Applications", "Claims", and "CNP Overview". The "Claims" tab is selected. The main content area has a heading "Claims" and a sub-heading "Claim Submission". Below this is a breadcrumb trail: "You are in NSLP Home > NSLP Claims Index > Claim Submission". The "Submission Summary" section shows "1 claim processed." The "Submission Detail" section shows "Buckeye Union High School (07-05-01-201)" and "2016 August". A message box with a blue 'i' icon says "Claim submitted successfully." At the bottom, there is a link "Click [here](#) to return to the claims index." A large purple arrow points upwards from the bottom of the page towards the "here" link.

Revising a Claim

A new webpage will load. Your updated claim status should match below:

Arizona Department of Education
Child Nutrition Program

Applications | Claims | **CNP Overview**

NSLP

NSLP Claims Index for August 2016

You are in [NSLP Home](#) > [NSLP Claims Index](#)

If you do not see certain Claims it may be due to security settings in place for your login. Use the drop-down lists to make your selections and click "Apply".

Program Year: Month:

Buckeye Union High School District (07-05-01)

- [View Meal Service Summary](#)
- [View Payment Summary](#)
- [View Accounts Payable/Receivable](#)
- [View Advance Summary](#)

August

Buckeye Union High School (07-05-01-201)

- [View Site Meal Service Summary](#)

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Submitted	09/06/2016 8:32a	Submitted

Estrella Foothills High School (07-05-01-202)

- [View Site Meal Service Summary](#)

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Submitted	09/06/2016 8:37a	Submitted

Youngker High School (07-05-01-204)

- [View Site Meal Service Summary](#)

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Submitted	09/06/2016 8:38a	Submitted

If your statuses do not match, you have not submitted your claims properly. Please contact your Program Specialist.

Questions and Answers

Questions and Answers

Can I combine two months in one claim?

- At the beginning of the program year, the first two claims may be combined if no more than 10 days of program operation occurred in the first month.
- At the end of the program year, May and June claims may be combined if no more than 10 days of program operation occurred in June.
- June and July claims cannot be combined due to the reimbursement rate change in July each program year.
- The end of the federal fiscal year claim (September) cannot be combined with the beginning of the next federal fiscal year claim (October).

Questions and Answers

It is December 10th and I am submitting the November claim but see that I forgot to submit my October claim. When is it too late to submit the October claim?

- Claims can be submitted for previous months within 60 days from the end of the month of operation.

For example, the month of operation is October. The last day to submit the October claim is December 30th (60 days from October 31st).

Questions and Answers

What if I need to submit a claim, but it is past the 60 day deadline?

- First time claims or upward revisions of claims past the 60 day deadline, can only be submitted as a One-Time Exception.
- A One-Time Exception can only be used once every 36 months.
- To check your eligibility, contact Grants Management at (602)542-3901.
- If you are eligible to use the One-Time Exception, complete the form, *Request for One-Time Exception Form* found on the Program Forms page under the Financial Information and Instructions section:
<http://www.azed.gov/hns/nslp/forms/>.

Comprehension Check

What is a One-Time Exception and how often can it be used?

- A. The One-Time Exception allows you to make one revision to your claim, and it can be used every month.
- B. The One-Time Exception allows you to submit or revise a claim after the 60 day deadline has passed. It can be used once every 36 months.
- C. The One-Time Exception allows you to submit one inaccurate claim. It can be used once per year.



Comprehension Check

What is a One-Time Exception and how often can it be used?

- A. The One-Time Exception allows you to make one revision to your claim, and it can be used every month.
- B. The One-Time Exception allows you to submit a claim or do an upward revision after the 60 day deadline has passed. It can be used once every 36 months.**
- C. The One-Time Exception allows you to submit one inaccurate claim. It can be used once per year.

All claims may be submitted and revised within 60 days of the end of the month of operation. If a claim needs to be revised or if a claim needs to be submitted after this 60-day deadline, the One-Time Exception can be used.



Questions and Answers

How can I sign up for direct deposit?

- Direct deposit is the recommended form of reimbursement. The State of Arizona Direct Deposit Form can be found on the [Financial Information webpage](#) under *Forms and Instructions*.
- Fill out the form as instructed and mail it to the address at the top of the form. The Arizona General Accounting Office (GAO) is responsible for verifying and entering the financial information submitted by the LEA. ADE does not have access to the form or the financial information contained within it. Any questions regarding this should be directed to the Arizona GAO at 602-542-5601.
- Once the information is verified and the LEA is authorized for direct deposit, ADE will change the *reimbursement type* to direct deposit. After the first deposit, the LEA will receive a request to verify the deposit from the GAO. If not verified, the *reimbursement type* will be changed back to *regular check*. If the request is returned as verified, reimbursements will then continue to be paid as direct deposit until the LEA requests the GAO in writing to discontinue.

Questions and Answers

What are the Reimbursement Rates?

- Arizona Department of Education (ADE) posts reimbursement rates for NSLP and SBP as soon as possible after July 1 on the ADE webpage titled [Program Forms](#). These reimbursement rates are in effect from July 1 through June 30.
- There are two different types of reimbursement rates for NSLP and SBP based on lunch claims submitted two years prior.
- NSLP: reimbursed at the Regular or High Rate
 - To be eligible for the high rate, 60 percent or more of an LEA's total lunches served in the second preceding year (two years earlier) must have been served free or at a reduced-price.
- SBP: reimbursed at the Regular or Severe Need Rate
 - To be eligible for the severe need rate, 40 percent or more of a site's total lunches served in the second preceding school year (two years earlier) must have been served free or at a reduced-price.
- Provision 3: reimbursed based on the percent change formula
 - CNPWeb will calculate claims for Provision 3 schools based off of actual meals served in corresponding months from the base year utilizing a percent change formula.
- Menus certified by ADE will receive an additional six cents of reimbursement in addition to the standard reimbursement rates for free, reduced-price, and paid lunch meals only. Additional reimbursement is not available for breakfast meals.

Questions and Answers

*What should I do if I am receiving an **out of range** error?*

- When a saved claim shows an **out of range error**, double check the claim entries to verify all information is correct.
- Some LEAs exceed their attendance factor edit checks due to fluctuation in participation.
- When the daily edit checks or reimbursement claims are in error due to an attendance factor that is too low, a new attendance factor may be calculated.
- Meal counts should not be adjusted to make the claim pass the edit check.
 - If the established attendance factor is too low, fill out the [Attendance Factor Calculation Sheet](#) and fax it to (602) 542-3818 or (602) 542-1531.
 - Public Schools use an attendance factor that is based on information from the 100th Day Report.
 - State Schools, Correctional Institutions, and Residential Child Care Institutions use a 99% attendance factor.

Technical Assistance

For any questions about submitting a claim, please contact your School Nutrition Program Specialist, found at the CNPWeb home screen.

End of Training

Congratulations!

You have completed the Step by Step Instruction: ***How to Submit A Claim in CNPWeb for sites Operating the Special Assistance Provision 3.***

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

- Information to include when documenting this training for Professional Standards:
 - Training Title: Step by Step Instruction: ***How to Submit a Claim in CNPWeb for sites Operating the Special Assistance Provision 3***
 - Learning Code: 3310
 - Key Area: 3000- Administration
 - Length: 45 minutes
- *Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.*

**Request a
Certificate**

End of Training

Requesting a Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. **This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/OnlineHowToGuides>

The information below is for your reference when completing the survey.

Training Title: Step by Step Instruction: ***How to Submit a Claim in CNPWeb for sites Operating the Special Assistance Provision 3***

Professional Standards Learning Code: **3310**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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